Federal Motor Vehicle Registration System

User Guide

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Prepared for:

GSA FAS OCIO

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Sensitive But Unclassified

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PREFACE

The Preface contains the following sections:

- Purpose
- Audience
- Document Organization

Purpose

The purpose of this User Guide is to provide instructions to Federal Government agencies on entering new vehicle information into the Federal Motor Vehicle Registration System (FMVRS) database.

Audience

This User Guide is intended for all U.S. Federal government agencies.

Document Organization

This Document is organized into the following sections:

- **Introduction**: The Introduction provides background and security information for the application.
- **Logging in to FMVRS**: Describes how to access FMVRS and log in to the system.
- **Vehicles Menu**: The Vehicles Menu allows you to manage vehicle records and VINs.
- **Security Menu**: The Security Menu allows you to manage User accounts.
- **Reports Menu**: The Reports Menu allows you to generate various reports.
- **License Plates Menu**: The License Plates Menu allows you to manage License Plate records.
- **Appendix A**: Acronyms – Contains a list of the acronyms used in this document.
- **Appendix B**: Agency Upload Supplement – Contains instructions for performing a bulk upload of vehicle data to the FMVRS database.

1 Introduction

This chapter contains Background information, Security Requirements, and Contact information.

1.1 Application Background

In accordance with existing requirements, GSA must maintain a database of vehicle information on all vehicles registered to federal government agencies. Beginning with the 2009 ordering year the Federal Motor Vehicle Registration System (FMVRS) began collecting information on new vehicles at their ordering point in the Requisitions, Ordering and Documentation System (ROADS) system and on new tag production from the UNICOR system. This information, which includes the Vehicle Identification Number (VIN), Tag number, and Contact information for each vehicle, is stored in the FMVRS database.

1.2 Security Requirements

Security Requirements include the following:

- Users will be distinguished by Agency and Bureau and can only access information for their own Agency/ Bureau.
- Users will be locked out after three consecutive, unsuccessful login attempts.
- User IDs will be 7 characters in length
  - Characters 1 and 2 will be the user‘s Agency
  - Characters 3 and 4 will be the user‘s Bureau
  - Characters 5 – 7 should be the user‘s initials
- Three types of users are defined:
  - **Super-User**: Super-User permission level will be the highest permission level and will be for GSA Fleet/OGP/etc. administrators that require access to all Agencies and Bureaus. A Super User:
    - Should be able to create users in any Agency/Bureau and define permission level.
    - Can be either read or read/write for record access.
    - Privilege option for modifying users (create user/reset pass).
  - **Master-User**: Master permission level will be the second highest level and is intended for Agency administrators. A Master User:
    - Should allow the user to create and distribute LIDs to others in any Bureau within the Agency (at or below ―Master” or ―User” level).
    - Can be either read or read/write for record access.
    - Can be given upload permission.
    - Privilege option for modifying users (create user/reset pass).
  - **User**: User permission level will be the lowest level. A User:
    - Has Agency access by default but can be restricted at the Bureau level.
    - Has Read permission by default.
    - Can be given upload permission.

1.3 Contact Information

For technical assistance with the FMVRS application, contact the GSA Fleet Technical Support Team by phone or email.

Hours of Operation:

8:00 a.m. – 7:00 p.m. EST (M – F)

Contact Information:

Phone (Toll free): 1-866-472-6711

Email: gsafleet@gsa.gov

For questions or concerns about policy issues related to the FMVRS, contact the GSA Office of Governmentwide Policy.

Contact Information:

Email: Vehicle.Policy@gsa.gov

Phone or email Karl Wolfe @ (202) 219-0446/ karl.wolfe@gsa.gov

For questions or concerns about license plate production or orders, contact UNICOR.

Contact information:

Dwayne Brennan @ (301) 784-1000, extension 3011/ dbrennan@central.unicor.gov.

2 Logging In

This chapter describes how to access the FMVRS web page and how to log in to the system.

2.1 FMVRS Home Page

This section describes the functionality of the FMVRS Home Page.

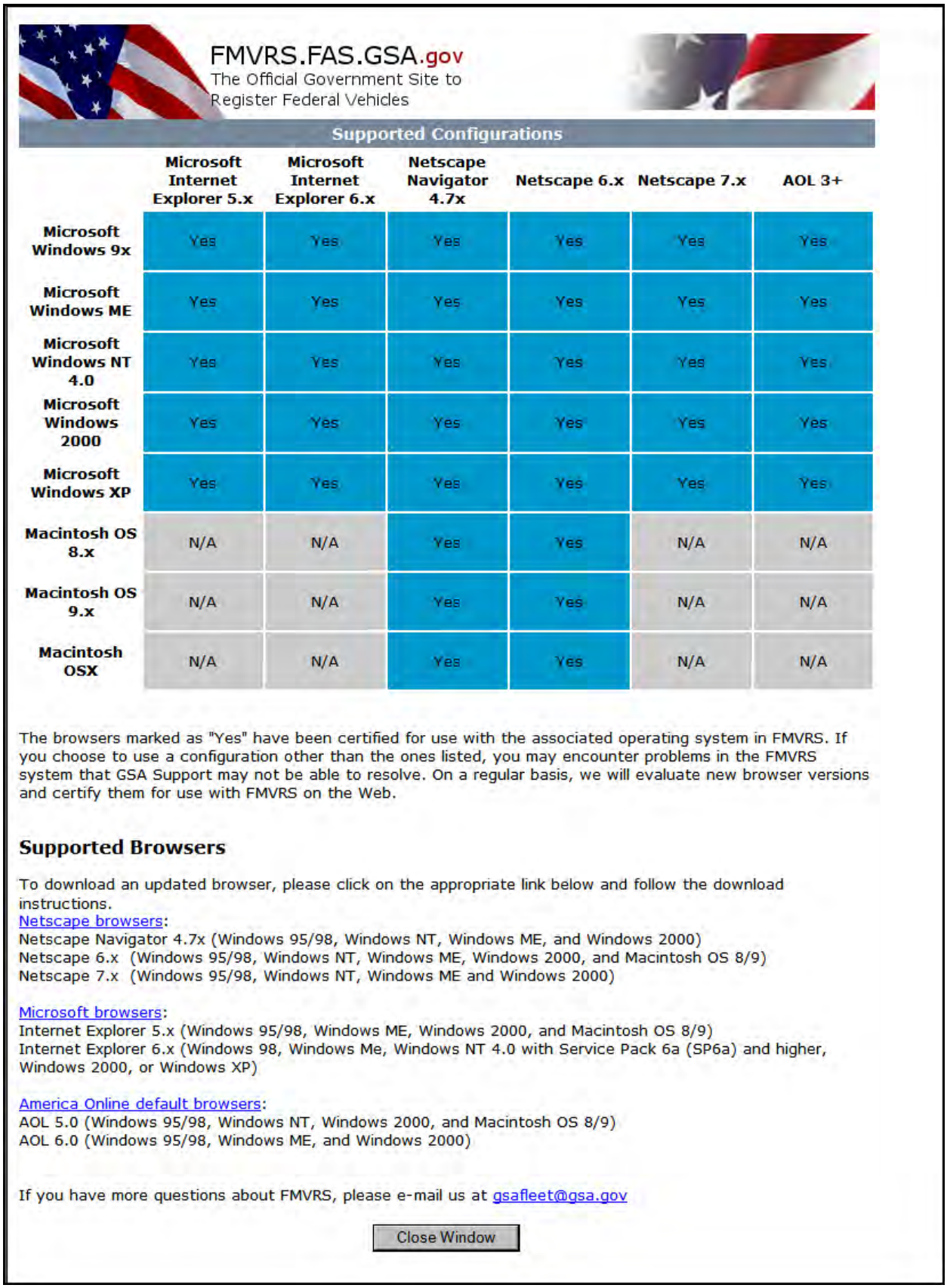
To access the FMVRS Home Page:

1. Open your internet browser and enter the URL for the FMVRS web site: ***fmvrs.fas.gsa.gov***.
   The **FMVRS Home Page**, shown in Figure 1, will be displayed.

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Brought to you by
GSA Fleet
General Services Administration
About FMVRS
Contact Us
Privacy and Security
Federal Motor Vehicle Registration System (FMVRS)
Continue
This is a U.S. Federal Government computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
FMVRS.FAS.GSA.gov was developed and is maintained by the Office of Motor Vehicle Management (GSA Fleet) in GSA's Federal Acquisition Service (FAS).
Click here for more information on GSA Fleet
U.S. General Services Administration
1800 F Street NW, Washington, DC 20405
USA.gov
E-GOV
Supported Browsers
System Status

Figure 1. FMVRS Home Page

2. **To access a list of supported browser Configurations:** Click the Supported Browsers link at the bottom of the page.
   A list of browsers that have been certified for use with the operating system in FMVRS will be displayed along with instructions for downloading them. See Figure 2.



FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles

Supported Configurations

	Microsoft Internet Explorer 5.x	Microsoft Internet Explorer 6.x	Netscape Navigator 4.7x	Netscape 6.x	Netscape 7.x	AOL 3+
Microsoft Windows 9x	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Windows ME	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Windows NT 4.0	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Windows 2000	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Windows XP	Yes	Yes	Yes	Yes	Yes	Yes
Macintosh OS 8.x	N/A	N/A	Yes	Yes	N/A	N/A
Macintosh OS 9.x	N/A	N/A	Yes	Yes	N/A	N/A
Macintosh OSX	N/A	N/A	Yes	Yes	N/A	N/A

The browsers marked as "Yes" have been certified for use with the associated operating system in FMVRS. If you choose to use a configuration other than the ones listed, you may encounter problems in the FMVRS system that GSA Support may not be able to resolve. On a regular basis, we will evaluate new browser versions and certify them for use with FMVRS on the Web.

Supported Browsers

To download an updated browser, please click on the appropriate link below and follow the download instructions.
Netscape browsers:
Netscape Navigator 4.7x (Windows 95/98, Windows NT, Windows ME, and Windows 2000)
Netscape 6.x (Windows 95/98, Windows NT, Windows ME, Windows 2000, and Macintosh OS 8/9)
Netscape 7.x (Windows 95/98, Windows NT, Windows ME and Windows 2000)

Microsoft browsers:
Internet Explorer 5.x (Windows 95/98, Windows ME, Windows 2000, and Macintosh OS 8/9)
Internet Explorer 6.x (Windows 98, Windows Me, Windows NT 4.0 with Service Pack 6a (SP6a) and higher, Windows 2000, or Windows XP)

America Online default browsers:
AOL 5.0 (Windows 95/98, Windows NT, Windows 2000, and Macintosh OS 8/9)
AOL 6.0 (Windows 95/98, Windows ME, and Windows 2000)

If you have more questions about FMVRS, please e-mail us at gsafleet@gsa.gov

Close Window

Figure 2. Supported Browsers

3. **To view system status information**: Click the System Status link at the bottom of the page.
4. **To view information about FMVRS:** Click the **About FMVRS** link at the top of the page.
5. **For technical assistance with the FMVRS application:** Click the **Contact Us** link at the top of the page.
6. **For privacy and security information:** Click the **Privacy and Security** link at the top of the page.

2.2 Logging in to FMVRS

When you log in to FMVRS, the **Main Menu** will be displayed.

The Main Menu contains the following sections:

- **Vehicles Menu**: This module allows you to manage vehicles and VINs.
- **Security Menu**: This module allows you to manage User accounts.
- **Reports Menu**: This module allows you to generate various reports.
- **License Plates Menu**: This module allows you to manage License Plate records.

2.2.1 Logging in to FMVRS for the First Time

This section describes how to log into FMVRS if you have recently obtained a new user account and have not logged in before. Before you can log in, you must obtain a User ID and Password from your Agency Fleet Manager.

To log in to FMVRS for the first time:

1. Access the **FMVRS Home Page**, as described in Section 2.1: FMVRS Home Page, and click the **Continue** button.

   The **Login** screen, shown in Figure 3, will be displayed.

Figure 3. Login

2. Enter your **User ID** and **Password,** and then click the **Sign In** button. (If you do not have a User ID and Password, contact your Agency Fleet Manager.)

   The User Account screen, shown in Figure 4, will be displayed, and you will be prompted to enter your account information and change your password.

   (See the Section 4.1: My Account for instructions on updating your account information.)

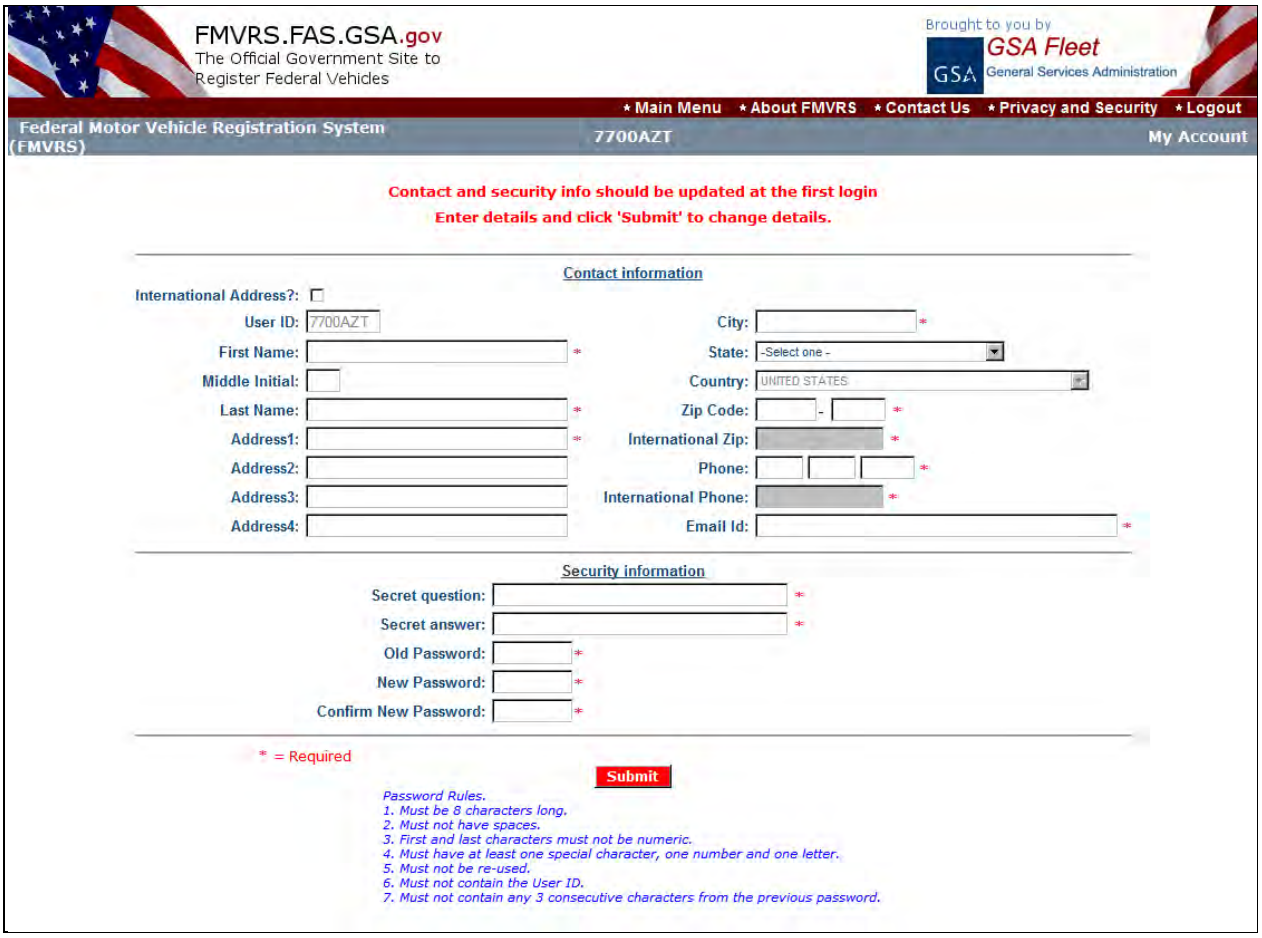


Figure 4. User Account

3. Once your account information is updated, click **Main Menu** at the top of the User Account screen to continue.

2.2.2 Logging in to FMVRS

This section describes the normal procedure for logging in to FMVRS. If you are a First Time User, see section 2.2.1 Logging in to FMVRS for the First Time.

To log in to FMVRS:

1. Access the **FMVRS Home Page**, as described in Section 2.1: FMVRS Home Page, and click the **Continue** button.

   The **Login** screen, shown in Figure 3, will be displayed.

2. Enter your User ID and Password and click the **Sign In** button. (If you don't know your password, click the Forgot Password? link and refer to Section 2.3: Forgot Password.)

   The **Main Menu**, shown in Figure 5, will be displayed.

   The user ID of the logged in user will be displayed at the top of the page.

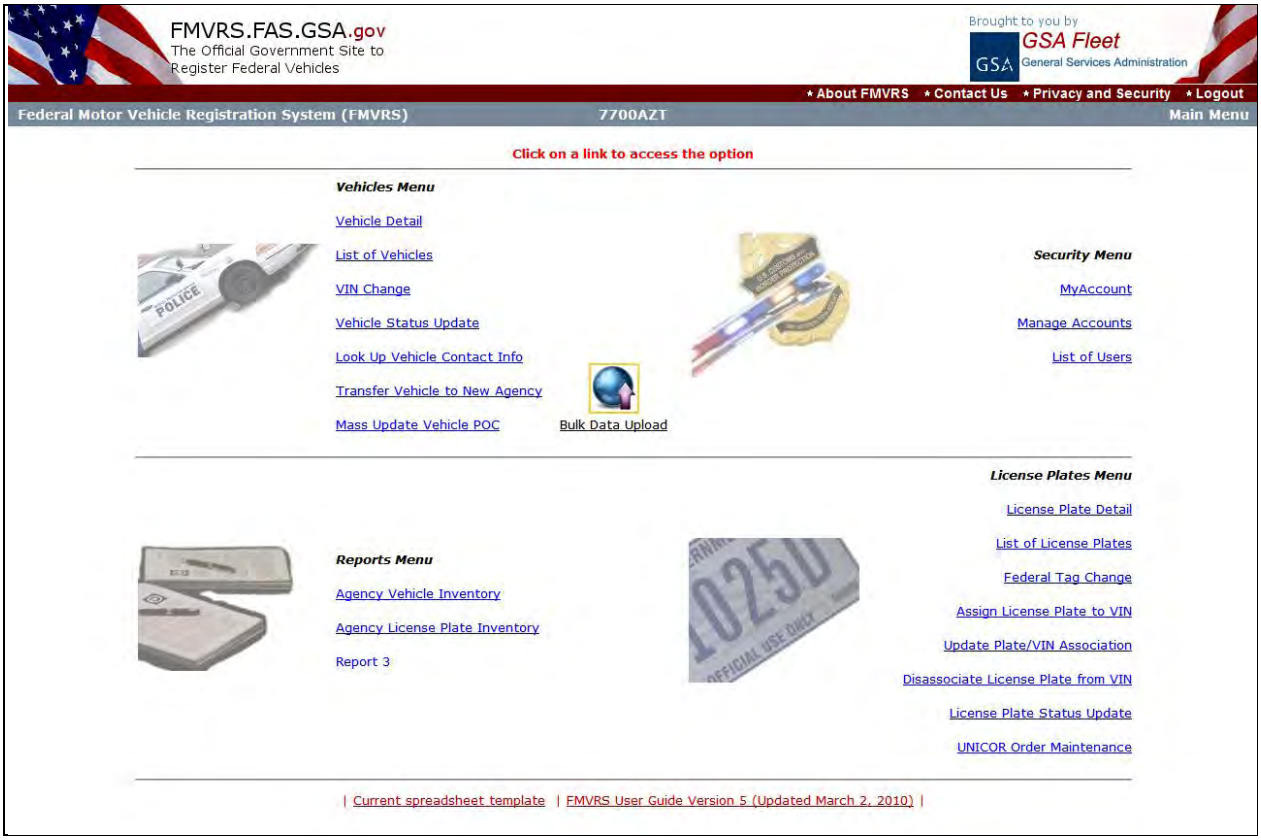


Figure 5. Main Menu

3. **To view the User Guide**: Click the FMVRS User Guide link at the bottom of the screen.
4. **To access the current spreadsheet template**: Click the Current Spreadsheet Template link at the bottom of the screen. (The Current Spreadsheet template is used to enter vehicle data for multiple vehicles if you want to perform a bulk upload.)
5. **To perform a bulk upload of vehicle information:**
   i. Access the Current Spreadsheet template.
   ii. Enter your vehicle information in the template.
   iii. Click the **Bulk Data Upload** icon in the center of the screen to initiate the Bulk Upload process.
   iv. For instructions on uploading your vehicles using the Bulk Upload process, refer to Appendix B: Agency Upload Supplement.

2.3 Forgot Password

This section describes how to retrieve a forgotten password.

To retrieve a forgotten password:

1. Access the **FMVRS Home Page**, as described in Section 2.1: FMVRS Home Page, and then click the **Continue** button.

   The **Login** screen, shown in Figure 3, will be displayed.

2. Click the Forgot Password? link.

   The **Forgot Password** screen, shown in Figure 6, will be displayed.

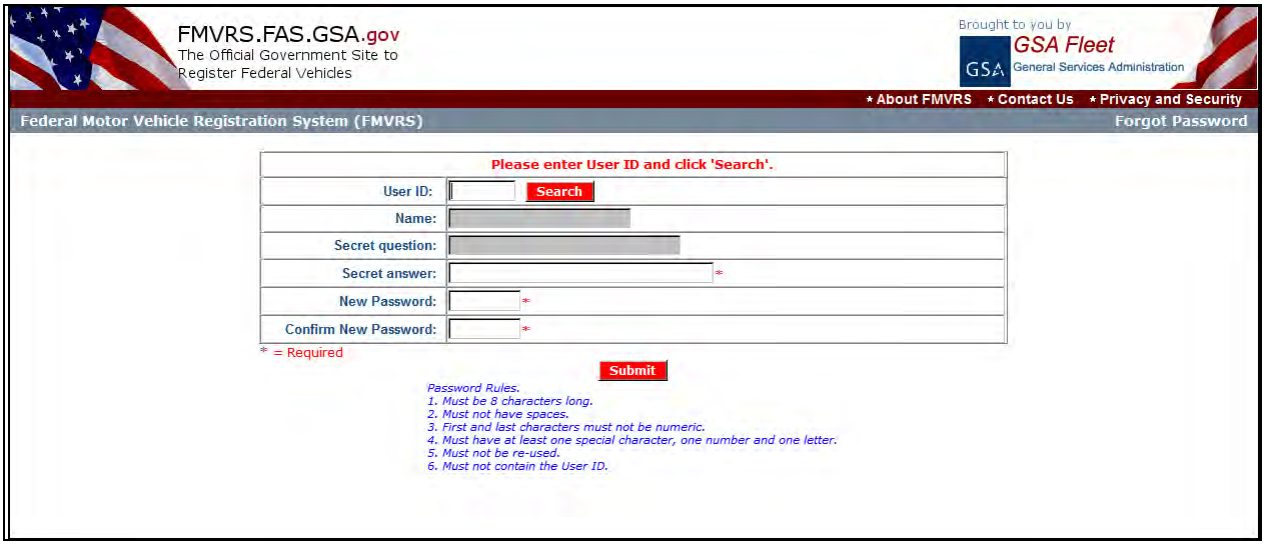

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Brought to you by
GSA Fleet
General Services Administration
* About FMVRS * Contact Us * Privacy and Security
Federal Motor Vehicle Registration System (FMVRS)
Forgot Password
Please enter User ID and click 'Search'.
User ID:
Search
Name:
Secret question:
Secret answer:
New Password:
Confirm New Password:
* = Required
Submit
Password Rules.
1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.

Figure 6. Forgot Password

3. Enter your User ID and then click the **Search** button.

   The **Name** and **Secret** question‘ associated with the User ID will be populated.

4. Enter your **Secret answer**.

5. Enter and confirm your new password—following the ‗Password rules‘ at the bottom of the page, and then click the **Submit** button.‘

   Your password will be changed and an email will be sent to your email address informing you that your password has been changed.

3 Vehicles Menu

This chapter covers the management of vehicles and VINs.

The Vehicles Menu contains the following sections:

- **Vehicle Detail**: Allows a vehicle record to be added or modified.
- **List of Vehicles**: Allows a list of vehicle records for your agency displayed.
- **VIN Change**: Allows a VIN to be modified.
- **Vehicle Status Update**: Allows a vehicle status to be updated.
- **Look Up Vehicle Contact Info**: Allows a user to look up contact information for any vehicle registered in FMVRS, regardless of which agency it belongs to.
- **Transfer Vehicle to New Agency**: Allows an Agency/Bureau to transfer a vehicle to another Agency/Bureau.
- **Mass Update Vehicle POC**: is used to update point of contact (POC) information for multiple vehicles.

3.1 Vehicle Detail

Vehicle Detail allows you to add a new vehicle record and to modify Vehicle Information and Customer Contact Information for an existing record.

To add a new record:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Vehicle Detail link in the Vehicles Menu module.
   The **Vehicle Detail—Add** screen, shown in Figure 7, will be displayed.

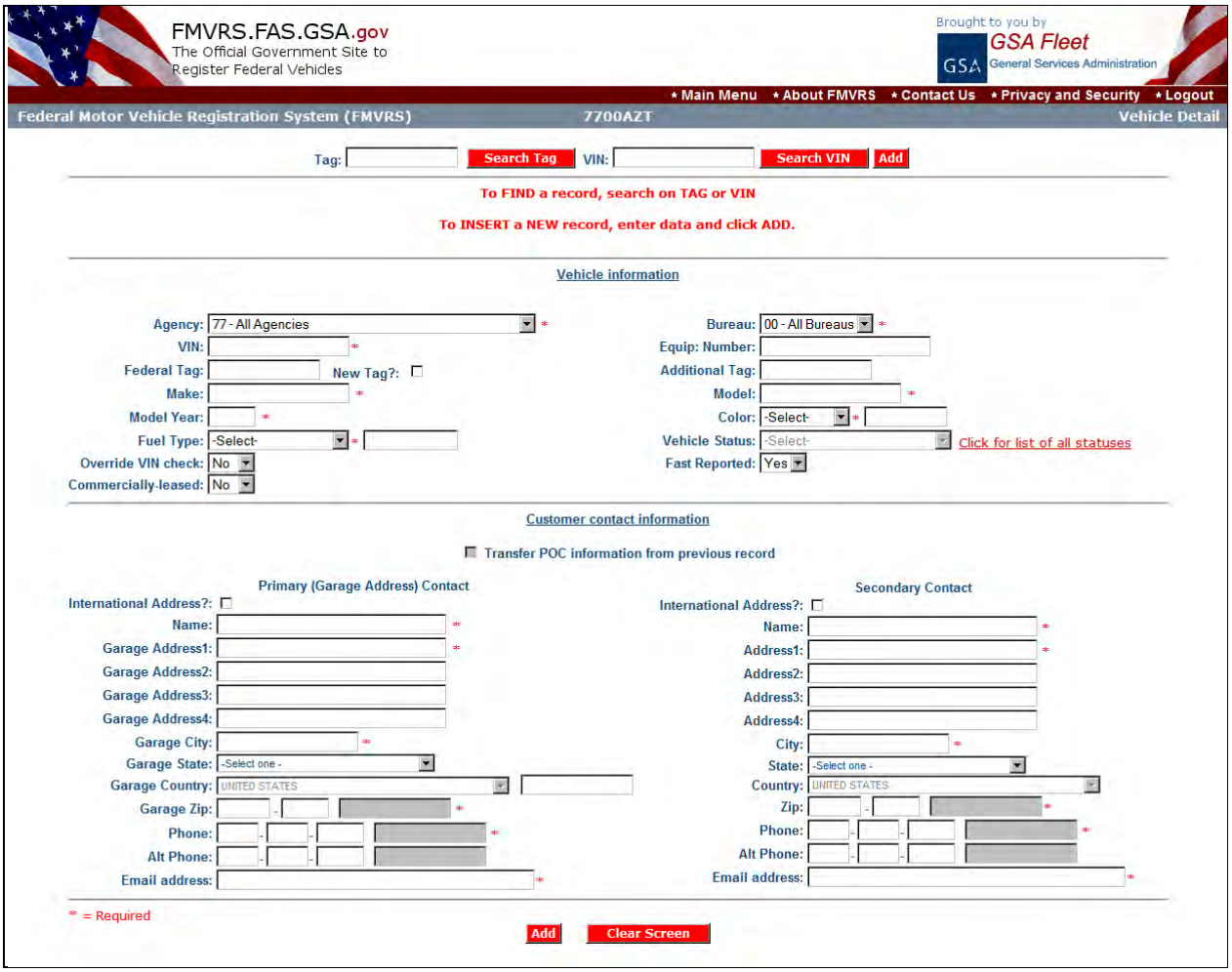


Figure 7. Vehicle Detail—Add

2. Select your agency and bureau from the **Agency** and **Bureau** drop-down lists and enter vehicle information for the new vehicle in the ***Vehicle Information*** section. (Mandatory fields are denoted by a red asterisk (*).)
3. Enter the Vehicle Identification Number in the **VIN** field and change the **Override VIN check** to ‗Yes' if necessary.

Sensitive But Unclassified

The VIN must pass several industry standard validations to be accepted by the system—unless the Override VIN *check* field is set to **Yes**. (Only set the VIN override to **Yes'** if the VIN will not pass validation and you are sure that the VIN you are entering is valid.)

4. If you are assigning a tag to the vehicle, enter the tag number in the **Federal Tag** field.
5. If the tag is a new tag, i.e., it does not exist in the FMVRS database, check the **New Tag** check box. (Checking the New Tag check-box will cause the system to create a new Tag Record without an expiration date.)
6. Enter the **Make**, **Model**, and **Model Year** in the corresponding fields.
7. Select the **Color** and **Fuel Type** from the corresponding drop-down lists.
8. Vehicle Status will default to **AC** (Active) and cannot be modified here. (To view a list of tag status codes and descriptions, click the Click for List of all Statuses link. The Vehicle / Tag Statuses screen is shown in Figure 8.)

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Vehicle/Tag Statuses
Vehicle Statuses
AC - Active
AN - Available Now from OEM
CC - Shipped from OEM
IN - In Process by OEM
IV - Invalid Vehicle
MS - Missing
SD - Sold
SP - Scheduled for Production by OEM
TR - Transferred
VC - VIN Change
Tag Statuses
AT - Attached to a vehicle
DA - Destroyed by agency
DS - Destroyed by UNICOR
MS - Missing
PD - Pending Destruction
RC - Received by agency and stored
RT - Returned and received by UNICOR
SH - Shipped to agency
TC - Tag Change
Close Window

Figure 8. Vehicle / Tag Statuses

9. Enter Customer Contact information in the **Customer Contact Information** section. (Mandatory fields are denoted by a red asterisk (*)).To transfer contact information from the previous Vehicle Detail record, check the **Transfer POC Information** check-box.
10. Click the **Add** button.

    If all of the entries pass validation, a new record will be created, and the message **Vehicle Recorded Added**, shown in Figure 10, will be displayed.

    If the message **Tag does not yet exist'** is displayed (shown in Figure 9), then the Tag does not exist in the FMVRS database.

    i. If you see this error message, but want to add the Tag anyway, check the **New Tag** check box, and then click the **Add** button again.

The pop-up error message shown in Figure 9 will be displayed.

Note: Adding a tag that does not exist in the FMVRS database will result in the tag being created without an expiration date, and, if the tag was ordered from UNICOR, a duplicate will be created once the tag is uploaded to the database.

If a tag was ordered from UNICOR, it should not be attached to a VIN until the tag has been uploaded by UNICOR to the FMVRS database.

ii. Click **OK**—if you want to add the record.

The vehicle record will be added.

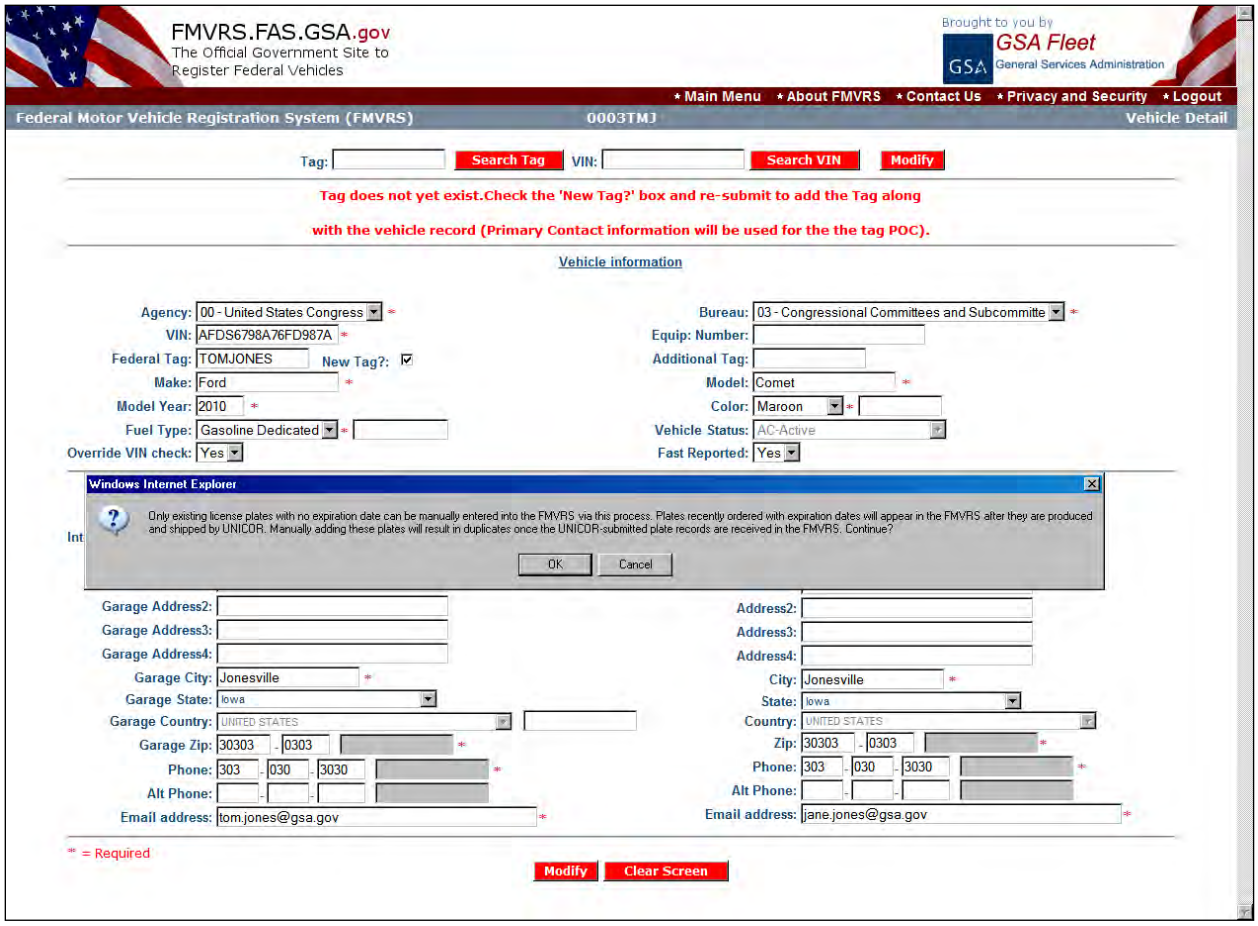

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Brought to you by GSA Fleet General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
0003TMJ
Vehicle Detail
Tag: Search Tag VIN: Search VIN Modify
Tag does not yet exist.Check the 'New Tag?' box and re-submit to add the Tag along
with the vehicle record (Primary Contact information will be used for the the tag POC).
Vehicle information
Agency: 00 - United States Congress
Bureau: 03 - Congressional Committees and Subcommitte
VIN: AFDS6798A76FD987A
Equip: Number:
Federal Tag: TOMJONES New Tag?:
Additional Tag:
Make: Ford
Model: Comet
Model Year: 2010
Color: Maroon
Fuel Type: Gasoline Dedicated
Vehicle Status: AC-Active
Override VIN check: Yes
Fast Reported: Yes
Windows Internet Explorer
Only existing license plates with no expiration date can be manually entered into the FMVRS via this process. Plates recently ordered with expiration dates will appear in the FMVRS after they are produced and shipped by UNICOR. Manually adding these plates will result in duplicates once the UNICOR-submitted plate records are received in the FMVRS. Continue?
OK Cancel
Garage Address2:
Garage Address3:
Garage Address4:
Garage City: Jonesville
Garage State: Iowa
Garage Country: UNITED STATES
Garage Zip: 30303 - 0303
Phone: 303 - 030 - 3030
Alt Phone:
Email address: tom.jones@gsa.gov
Address2:
Address3:
Address4:
City: Jonesville
State: Iowa
Country: UNITED STATES
Zip: 30303 - 0303
Phone: 303 - 030 - 3030
Alt Phone:
Email address: jane.jones@gsa.gov
* = Required
Modify Clear Screen

Figure 9. New Tag error message

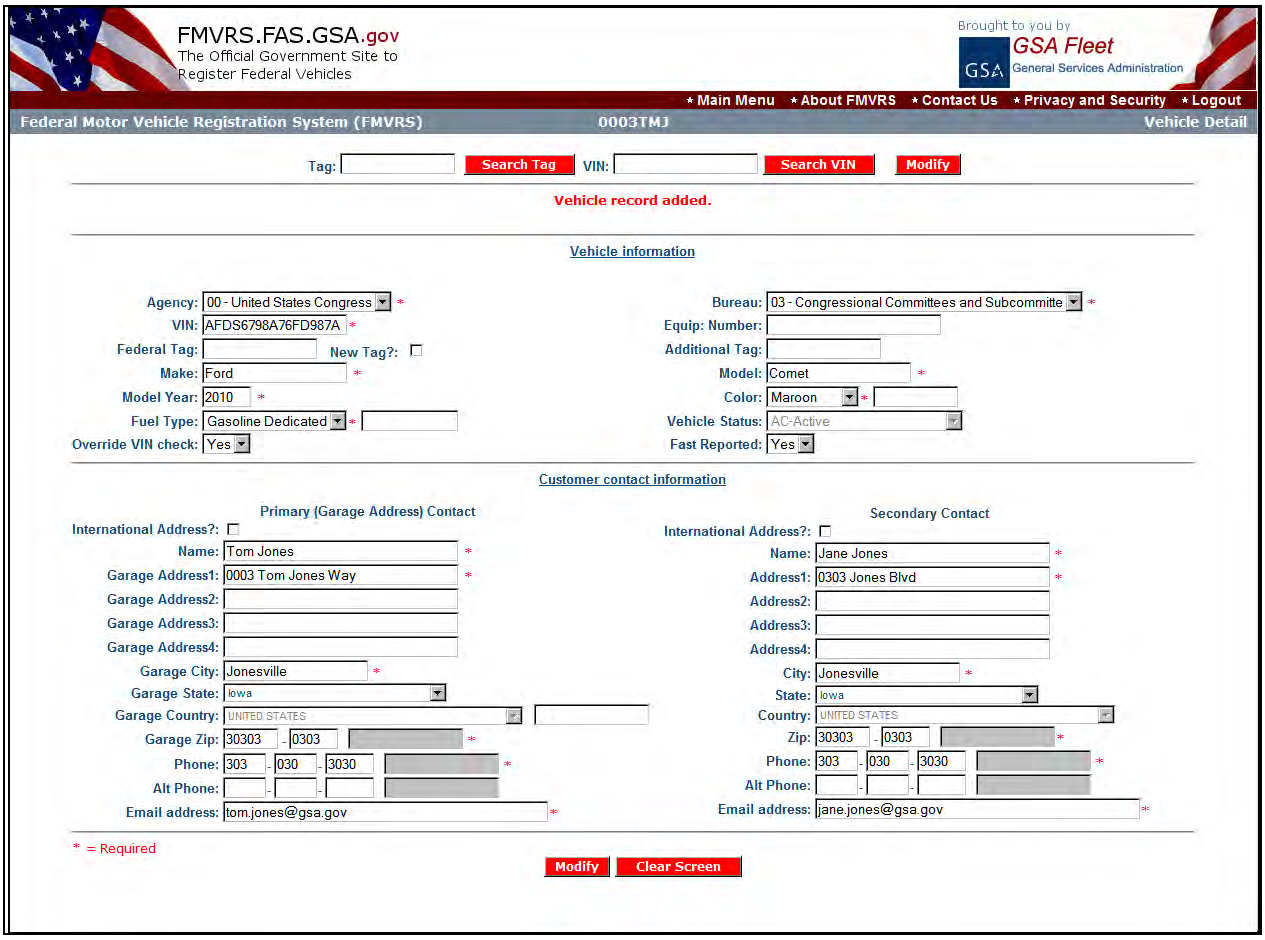


Figure 10. Vehicle Detail—Record Added

To modify an existing record:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Vehicle Detail link under List of Vehicles.

   The **Vehicle Detail—Add** screen, shown in Figure 7, will be displayed.

2. Enter—in the **Tag** or **VIN** field—the Tag Number or VIN of the record to be modified, and then click the **Search Tag** or the **Search VIN** button.

   The record will be loaded and the **Modify** button will be displayed in place of the **Add** button, as shown in Figure 11.

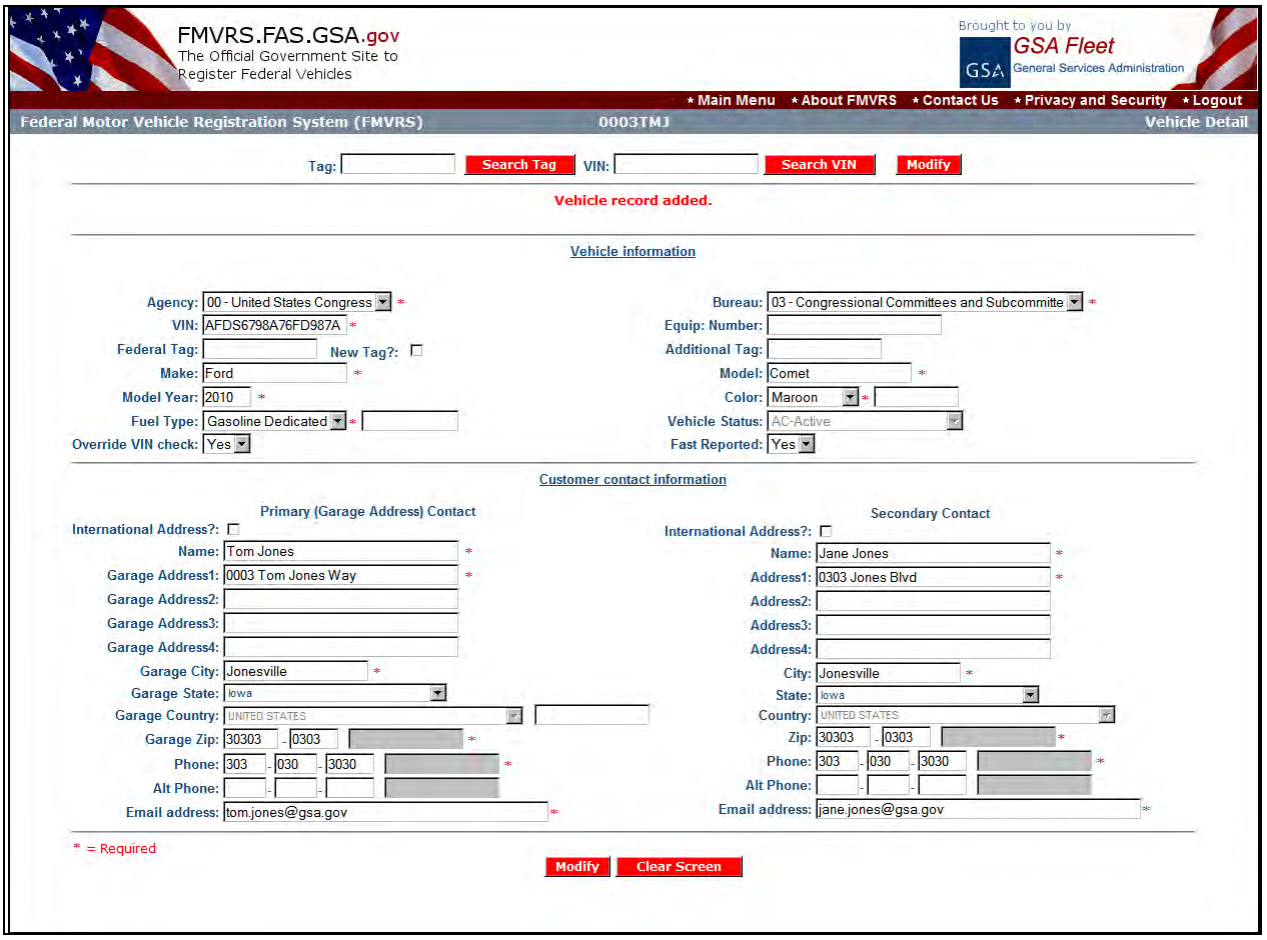


Figure 11. Vehicle Detail—Modify

3. Modify the record as necessary and click the **Modify** button.
   - A vehicle with a status of **MS** (Missing) or **SD** (Sold) cannot be modified.
   - The Agency, Bureau, VIN, and Status fields cannot be modified.
   - The Federal Tag field cannot be modified if a Tag is already attached.

   If all of the entries pass validation, the vehicle record will be updated and the message **Vehicle Record Modified'** will be displayed.

   If you are adding a Federal tag and the message: **Tag does not yet exist'** is displayed (shown in Figure 9), then the Tag does not exist in the FMVRS database.

   i. If you see this error message, but want to add the Tag anyway, check the **New Tag** check box, and then click the **Modify** button again.

   Note: Adding a tag that does not exist in the FMVRS database will result in the tag being created without an expiration date, and, if the tag was ordered from UNICOR, a duplicate will be created once the tag is uploaded to the database.

   If a tag was ordered from UNICOR, it should not be attached to a VIN until the tag has been uploaded by UNICOR to the FMVRS database.

   ii. Click **OK** on the displayed pop-up—if you want to add the Tag.

   The vehicle record will be updated.

3.2 List of Vehicles

The **List of Vehicles** functionality displays a list of vehicle records. GSA super-users can view all vehicle records, while field administrators can view only records for their agency.

The **List of Vehicles** screen allows you to customize the list of records displayed in three different ways:

- **Reordering**: The list of records can be re-ordered by selecting a value from the **Re-Order** drop-down list. Records can be reordered by:
  - VIN
  - Federal Plate
  - Make/ Model
  - Garage Zip
  - Additional Tag
- **Filtering**: The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
  - Agency/ Bureau
  - Model Year
  - Vehicle Status
- **Searching**: Individual records can be returned by entering a value in one of the search fields. Records can be searched by:
  - VIN
  - Federal Tag
  - Garage Zip Code
  - Additional Tag

To sort, filter, or search the vehicle list:

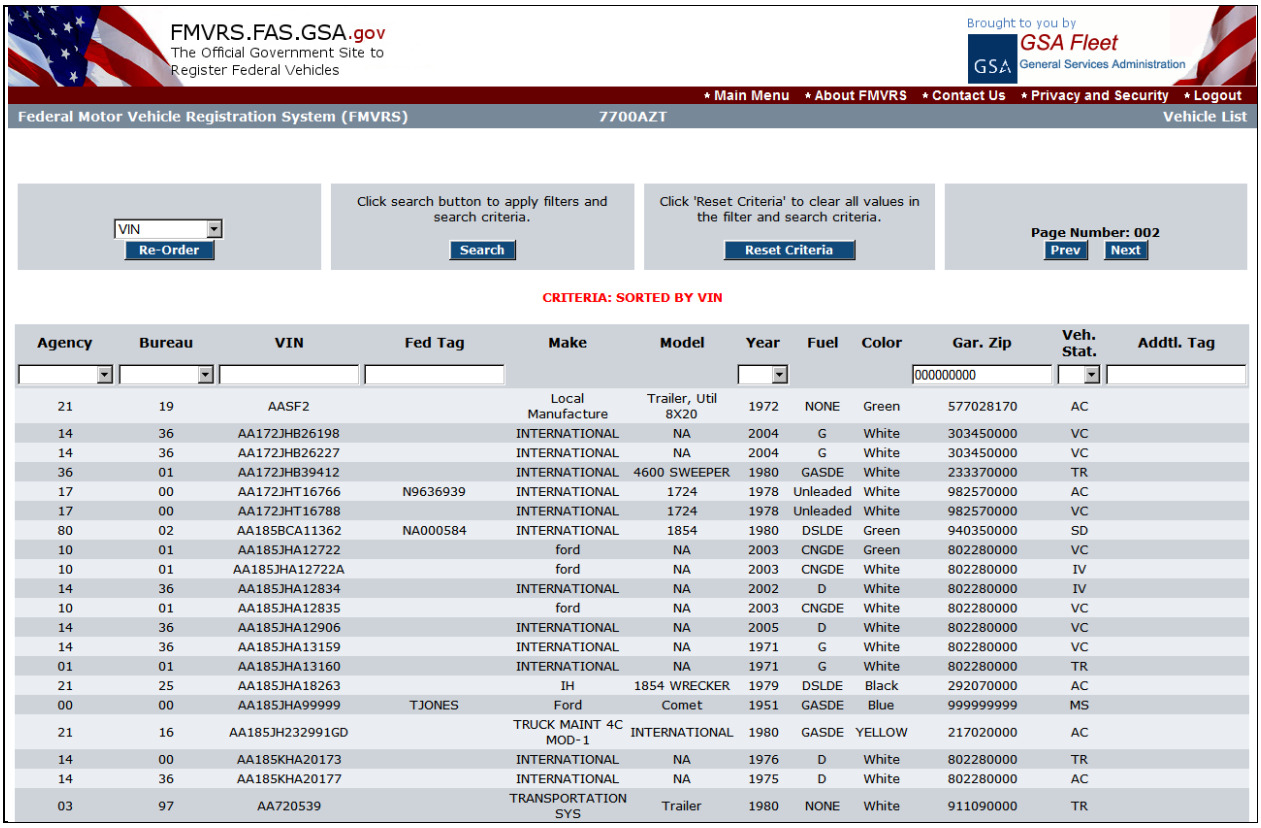
1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Vehicle List link in the Vehicles Menu module.

   The **List of Vehicles** screen, shown in Figure 12, will display a list or vehicle records, sorted by VIN.

   If there is more than one page of records, the **Next** button will be displayed at the bottom of the page.

   The list of records displayed will depend on your security level. (Unless you are a Super User with access to all user records, only the records for your agency will be displayed.)

   Your agency will be displayed in the **Agency** column.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Vehicle List
VIN
Re-Order
Click search button to apply filters and search criteria.
Search
Click 'Reset Criteria' to clear all values in the filter and search criteria.
Reset Criteria
Page Number: 002
Prev
Next
CRITERIA: SORTED BY VIN

Agency	Bureau	VIN	Fed Tag	Make	Model	Year	Fuel	Color	Gar. Zip	Veh. Stat.	Addtl. Tag
									000000000		
21	19	AASF2		Local Manufacture	Trailer, Util 8X20	1972	NONE	Green	577028170	AC	
14	36	AA172JHB26198		INTERNATIONAL	NA	2004	G	White	303450000	VC	
14	36	AA172JHB26227		INTERNATIONAL	NA	2004	G	White	303450000	VC	
36	01	AA172JHB39412		INTERNATIONAL	4600 SWEEPER	1980	GASDE	White	233370000	TR	
17	00	AA172JHT16766	N9636939	INTERNATIONAL	1724	1978	Unleaded	White	982570000	AC	
17	00	AA172JHT16788		INTERNATIONAL	1724	1978	Unleaded	White	982570000	VC	
80	02	AA185BCA11362	NA000584	INTERNATIONAL	1854	1980	DSLDE	Green	940350000	SD	
10	01	AA185JHA12722		ford	NA	2003	CNGDE	Green	802280000	VC	
10	01	AA185JHA12722A		ford	NA	2003	CNGDE	White	802280000	IV	
14	36	AA185JHA12834		INTERNATIONAL	NA	2002	D	White	802280000	IV	
10	01	AA185JHA12835		ford	NA	2003	CNGDE	White	802280000	VC	
14	36	AA185JHA12906		INTERNATIONAL	NA	2005	D	White	802280000	VC	
14	36	AA185JHA13159		INTERNATIONAL	NA	1971	G	White	802280000	VC	
01	01	AA185JHA13160		INTERNATIONAL	NA	1971	G	White	802280000	TR	
21	25	AA185JHA18263		IH	1854 WRECKER	1979	DSLDE	Black	292070000	AC	
00	00	AA185JHA99999	TJONES	Ford	Comet	1951	GASDE	Blue	999999999	MS	
21	16	AA185JH232991GD		TRUCK MAINT 4C MOD-1	INTERNATIONAL	1980	GASDE	YELLOW	217020000	AC	
14	00	AA185KHA20173		INTERNATIONAL	NA	1976	D	White	802280000	TR	
14	36	AA185KHA20177		INTERNATIONAL	NA	1975	D	White	802280000	AC	
03	97	AA720539		TRANSPORTATION SYS	Trailer	1980	NONE	White	911090000	TR	

Figure 12. Vehicle List

2. **To reorder the list of vehicle records:** Select a value from the **Re-Order** drop-down list, and then click the **Re-Order** button.

   The vehicle records will be sorted based on your selection.

3. **To filter the list of records**: Make a selection from one of the filter drop-down lists (**Agency/Bureau**, **Model Year**, and **Vehicle Status**), and then click the **Search** button.

   The records matching your filter value will be displayed.

   Records can be filtered on more than one value by selecting values from more than one filter drop-down list. (If filters are applied one at a time, each successive filter value will be applied to the list of records returned by the previously entered filter value, e.g. if records are filtered for the model year 2000, a list of records matching that model year will be returned. If another filter is then applied, such as ‗AC' (Active) from the Veh Stat drop-down, then the records for all vehicles for the model year ‗2000' with a Status of ‗AC' will be returned.) (If multiple filters are entered simultaneously, they will be applied from left to right, e.g. if you select filter values from the Model Year, Fuel, and Veh. Stat. drop-down lists, the records will be sorted first by Model Year, and then by Fuel Type, and then by Vehicle Status.)

4. **To search for records matching a specific value:** Enter a value in one of the search fields (VIN, Federal Tag, Garage Zip Code, and Additional Tag), and then click the **Search** button.

   One or more records matching your search value will be displayed.

5. **To clear your searches and start over:** Click the **Reset Criteria** button.

   Your list of records will be reset to display all records—sorted by the value in the **Re-Order** field.

3.3 VIN Change

VIN Change allows you to modify a Vehicle Identification Number. A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/ manual entry or by the manufacturer during ordering. (Fleet vehicles cannot be modified in FMVRS.)

To modify a VIN:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the VIN Change link in the **Vehicles Menu** module.

   The **VIN Change – Search** screen, shown in Figure 13, will be displayed.

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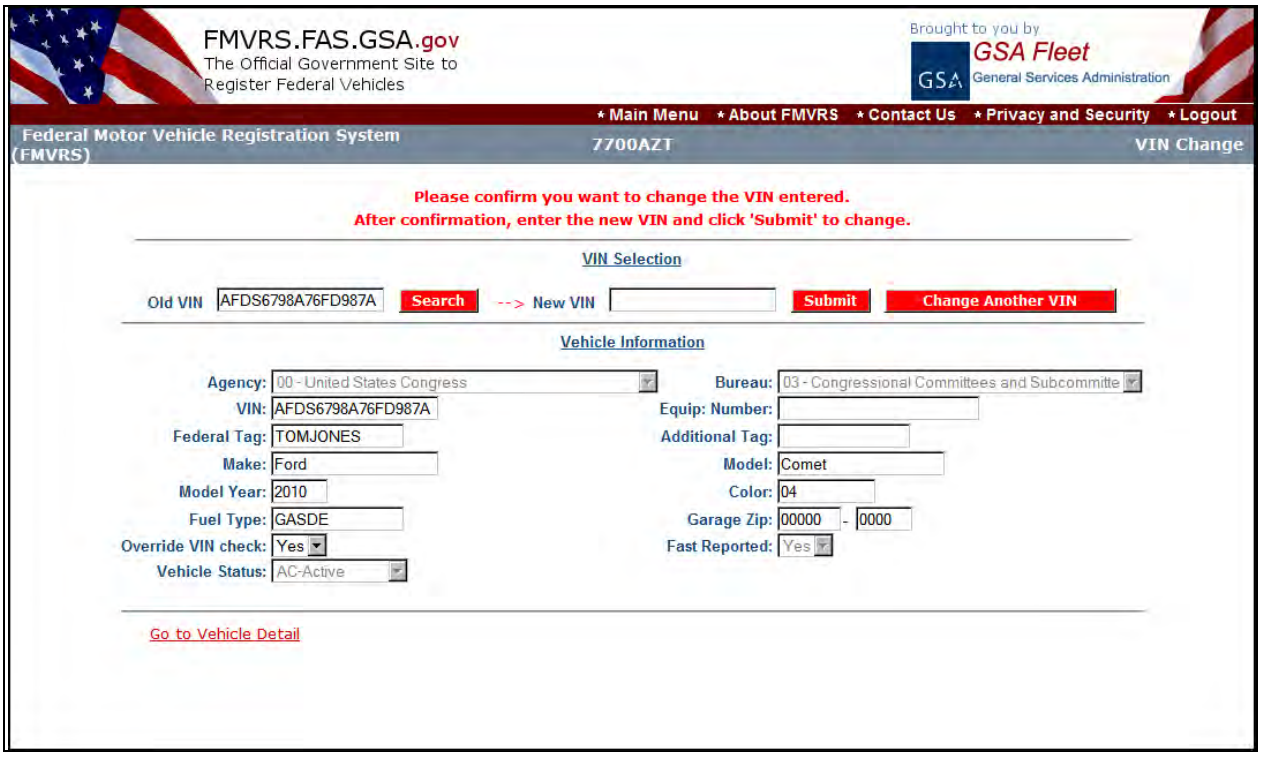
VIN Change
A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering.
Once an inaccurate VIN is changed, it will no longer be usable in the FMVRS.
Enter VIN to be changed and click 'Search'.
VIN Selection
Old VIN
Search

Figure 13. VIN Change—Search

2. Enter the VIN to be modified in the **Old VIN** field and click the **Search** button.

   The vehicle record will be displayed in the **VIN Change** screen, as shown in Figure 14.

   If the vehicle is a Fleet vehicle the VIN cannot be modified, in which case the following error message will be displayed: **Fleet Vehicles Cannot be Modified in FMVRS**.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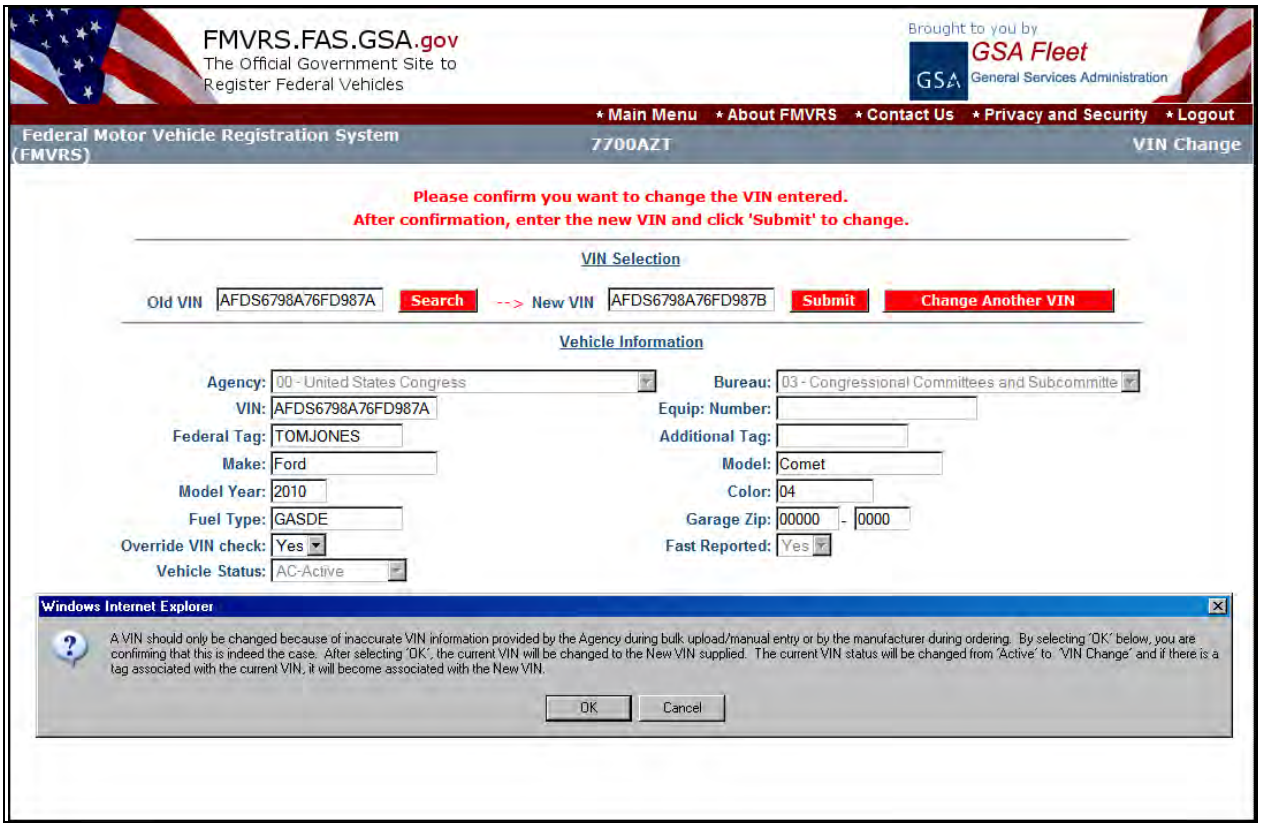
VIN Change
Please confirm you want to change the VIN entered.
After confirmation, enter the new VIN and click 'Submit' to change.
VIN Selection
Old VIN AFDS6798A76FD987A Search --> New VIN Submit Change Another VIN
Vehicle Information
Agency: 00 - United States Congress
Bureau: 03 - Congressional Committees and Subcommitte
VIN: AFDS6798A76FD987A
Equip: Number:
Federal Tag: TOMJONES
Additional Tag:
Make: Ford
Model: Comet
Model Year: 2010
Color: 04
Fuel Type: GASDE
Garage Zip: 00000 - 0000
Override VIN check: Yes
Fast Reported: Yes
Vehicle Status: AC-Active
Go to Vehicle Detail

Figure 14. VIN Change

The Go to Vehicle Detail link at the bottom of the page will take you to the Vehicle Detail screen and populate it with the Old VIN information.

3. Enter the new VIN in the **New VIN** field, and click the **Submit** button.

   A pop-up, shown in Figure 15, will be displayed that will describe the conditions under which a VIN can be changed and will ask you to confirm your decision.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VIN Change
Please confirm you want to change the VIN entered.
After confirmation, enter the new VIN and click 'Submit' to change.
VIN Selection
Old VIN AFDS6798A76FD987A Search --> New VIN AFDS6798A76FD987B Submit Change Another VIN
Vehicle Information
Agency: 00 - United States Congress
Bureau: 03 - Congressional Committees and Subcommitte
VIN: AFDS6798A76FD987A
Equip: Number:
Federal Tag: TOMJONES
Additional Tag:
Make: Ford
Model: Comet
Model Year: 2010
Color: 04
Fuel Type: GASDE
Garage Zip: 00000 - 0000
Override VIN check: Yes
Fast Reported: Yes
Vehicle Status: AC-Active
Windows Internet Explorer
A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering. By selecting 'OK' below, you are confirming that this is indeed the case. After selecting 'OK', the current VIN will be changed to the New VIN supplied. The current VIN status will be changed from 'Active' to 'VIN Change' and if there is a tag associated with the current VIN, it will become associated with the New VIN.
OK
Cancel

Figure 15. VIN Change—Warning

4. Click **OK**. (If the system won't accept the new VIN and you're sure it is entered correctly, you can override the VIN check by selecting 'Yes' in the Override VIN Check checkbox. This will prevent the system from validating the VIN.)

   The VIN will be changed, and the status of the old VIN will be changed to 'VC'.

   The Vehicle History for the record will be updated.

   If a tag was associated with current VIN, it will become associated with the new VIN.

5. To change another VIN, click the **Change Another VIN** button.

   You will be returned to the VIN Change—search screen.

3.4 Vehicle Status Update

Vehicle Status Update allows you to update the status of a vehicle and enter relevant comments.

The status of a vehicle can be updated to one of the following statuses:

- **AC**—Active
- **IV**—Invalid Vehicle
- **MS**—Missing
- **SD**—Sold

Note: A vehicle in '**VC**' status cannot be modified.

To update the status of a vehicle:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Vehicle Status Update link in the **Vehicles Menu** module.
   The **Vehicle Status Update** screen, shown in Figure 16, will be displayed.

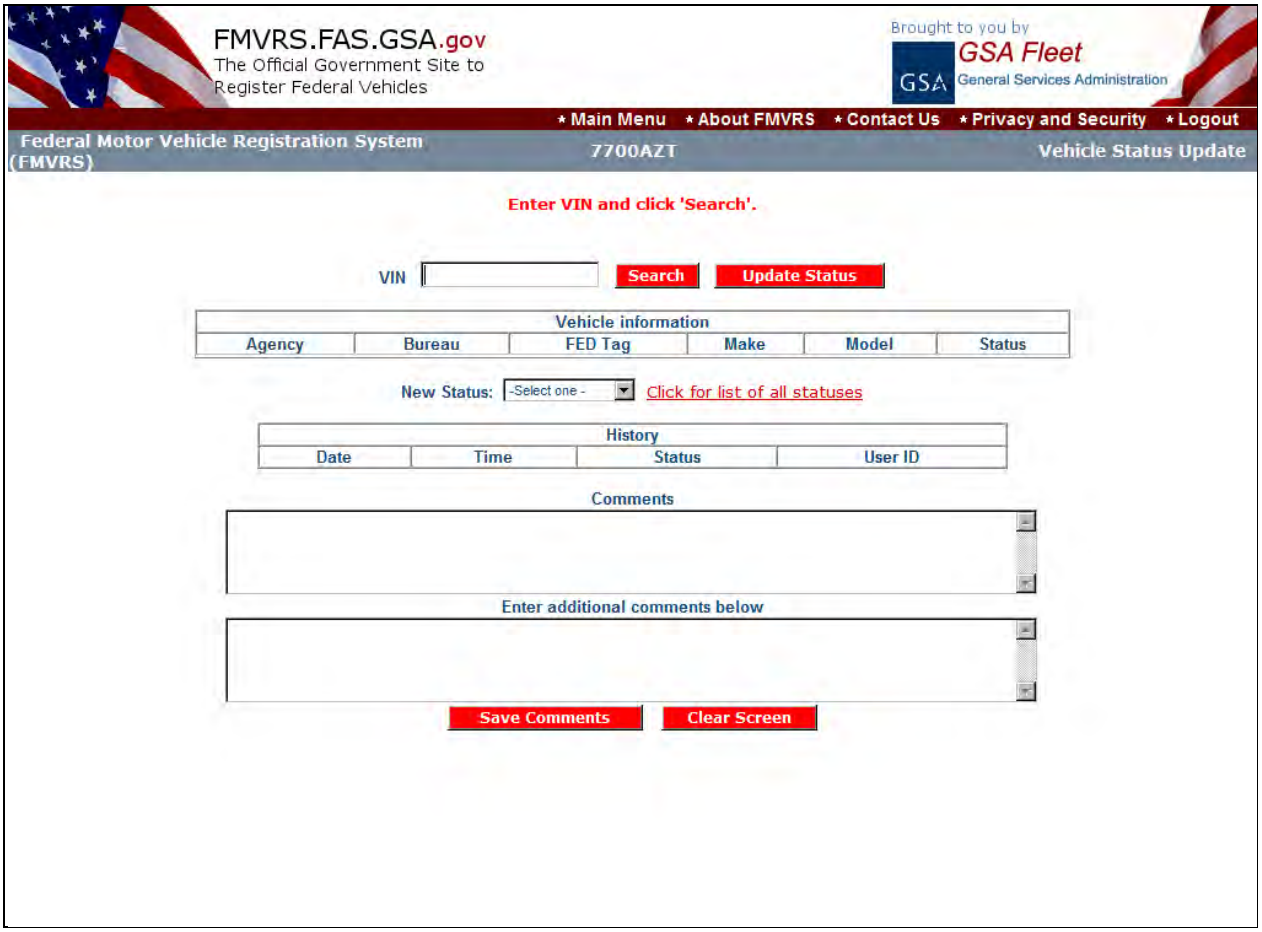

Figure 16. Vehicle Status Update

2. Enter the VIN of the vehicle to be modified in the VIN field and click the **Search** button.

   The screen will be populated with the Vehicle Information.

   To reinitialize the data fields and remove all of the entries, click the **Clear Screen** button.

3. Select the appropriate Status from the **New Status** drop-down list, and then click the **Update Status** button. (To display a list of vehicle status codes and descriptions, click the Click for List of all Statuses link—see Figure 18) (If **MS** (Missing) is selected from the New Status drop-down, a pop-up will be displayed asking the user to confirm whether the tags are also missing. If so, the status of the tags that were attached to the vehicle will also be updated.)

   The new status will be saved and ‗**Vehicle Status Updated**‘ will be displayed at the top of the screen, as shown in Figure 17.

   Note: A VIN in ‗VC‘ status cannot be modified.

4. Enter comments in the **Enter Comments** text box as necessary, and then click the **Save Comments** button.

   Your comments will be saved in the Comments text box along with a date/ time stamp and the User ID of the logged in user.

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Vehicle Status Update
Vehicle status updated.
VIN AFDS6798A76FD987B Search Update Status
Vehicle information
Agency 00
Bureau 03
FED Tag TOMJONES
Make Ford
Model Comet
Status SD - Sold
New Status: SD - Sold
History
Date 12/15/2009 12/15/2009
Time 12:23 AM 12:32 AM
Status AC - Active SD - Sold
User ID 7700AZT 7700AZT
Comments
12/15/09 12:32 7700AZT - This vehicle was sold to Tom Dolittle.
Enter additional comments below
Save Comments

Figure 17. Vehicle Status—updated

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Vehicle/Tag Statuses
Vehicle Statuses
AC - Active
AN - Available Now from OEM
CC - Shipped from OEM
IN - In Process by OEM
IV - Invalid Vehicle
MS - Missing
SD - Sold
SP - Scheduled for Production by OEM
TR - Transferred
VC - VIN Change
Tag Statuses
AT - Attached to a vehicle
DA - Destroyed by agency
DS - Destroyed by UNICOR
MS - Missing
PD - Pending Destruction
RC - Received by agency and stored
RT - Returned and received by UNICOR
SH - Shipped to agency
TC - Tag Change
Close Window

Figure 18. Vehicle/Tag Statuses

3.5 Look Up Vehicle Contact Info

Look Up Vehicle Contact Info allows users to look up Customer Contact Information for any vehicle in FMVRS, regardless of Agency/ Bureau.

To look up the owner of a Federal vehicle:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Look Up Vehicle Contact Info link in the **Vehicles Menu** module.
   The **Look Up Vehicle Contact Info** screen, shown in Figure 19, will be displayed.

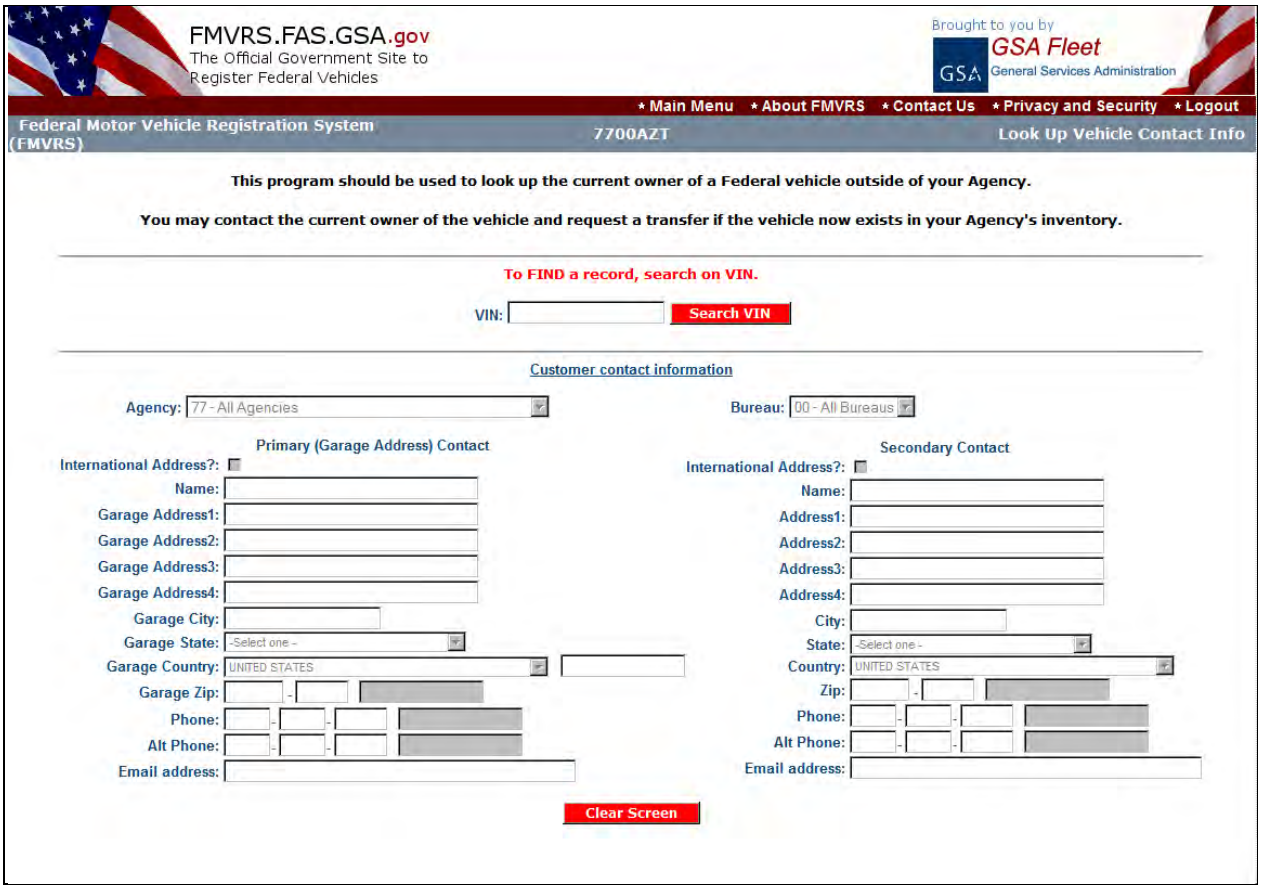
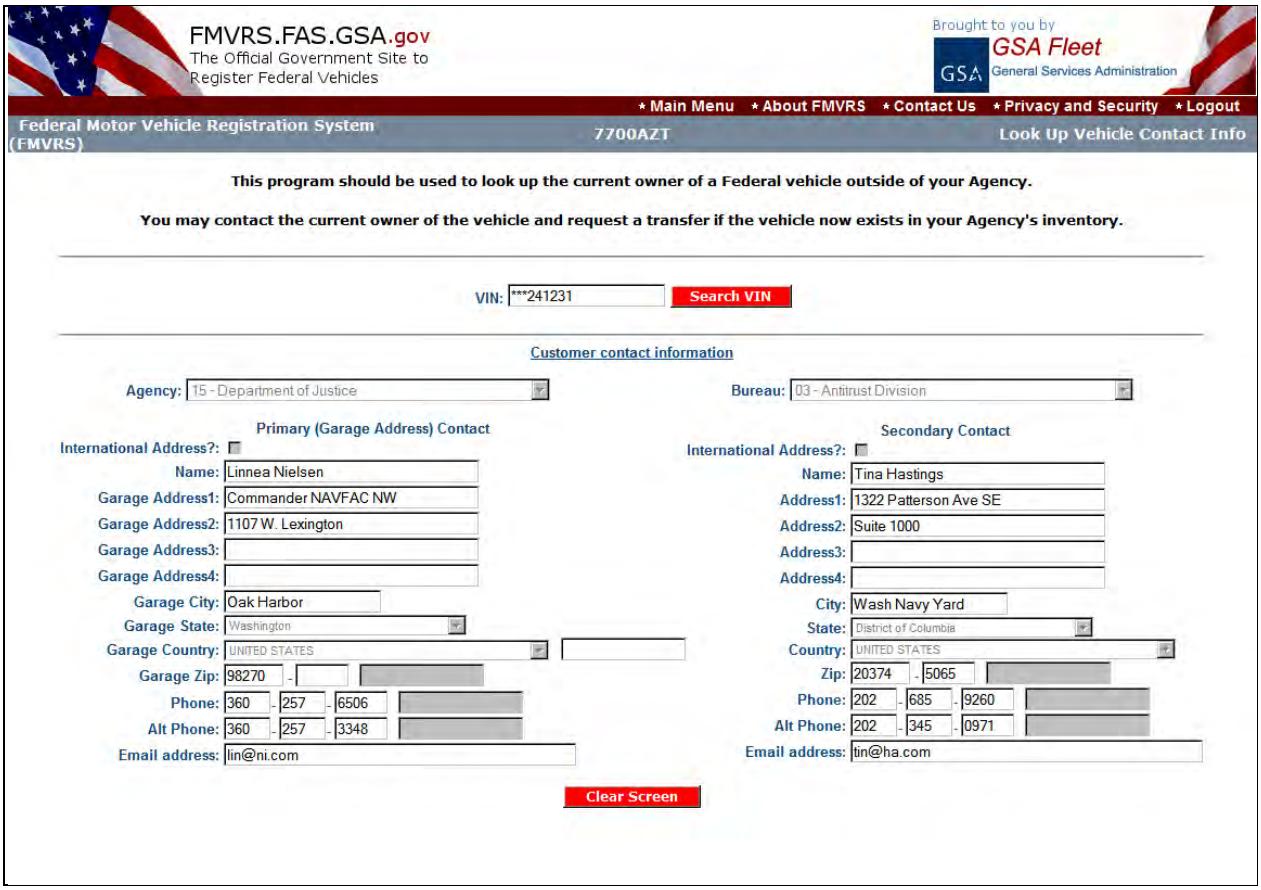


Figure 19. Look Up Vehicle Contact Info

2. Enter a VIN that exists in FMVRS, and then click the **Search VIN** button.
   The screen is populated with **Customer Contact Information** for the Vehicle, as shown in Figure 20.
   To reinitialize the data fields and remove all of the entries, click the **Clear Screen** button.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Look Up Vehicle Contact Info
This program should be used to look up the current owner of a Federal vehicle outside of your Agency.
You may contact the current owner of the vehicle and request a transfer if the vehicle now exists in your Agency's inventory.
VIN: ***241231
Search VIN
Customer contact information
Agency: 15 - Department of Justice
Bureau: 03 - Antitrust Division
Primary (Garage Address) Contact
International Address?:
Name: Linnea Nielsen
Garage Address1: Commander NAVFAC NW
Garage Address2: 1107 W. Lexington
Garage Address3:
Garage Address4:
Garage City: Oak Harbor
Garage State: Washington
Garage Country: UNITED STATES
Garage Zip: 98270
Phone: 360 - 257 - 6506
Alt Phone: 360 - 257 - 3348
Email address: lin@ni.com
Secondary Contact
International Address?:
Name: Tina Hastings
Address1: 1322 Patterson Ave SE
Address2: Suite 1000
Address3:
Address4:
City: Wash Navy Yard
State: District of Columbia
Country: UNITED STATES
Zip: 20374 - 5065
Phone: 202 - 685 - 9260
Alt Phone: 202 - 345 - 0971
Email address: tin@ha.com
Clear Screen

Figure 20. Look Up Vehicle Contact Info—with data

3.6 Transfer Vehicle to New Agency

Transfer Vehicle to New Agency allows you to transfer a vehicle from your Agency/ Bureau to another Agency/ Bureau. After the transfer is processed, the vehicle will be moved to the new Agency/ Bureau along with all of its associated history, and the transferring Agency/ Bureau will no longer have access to the vehicle.

To transfer a vehicle to another Agency/ Bureau:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Transfer Vehicle to New Agency link in the **Vehicles Menu** module.
   The **Transfer Vehicle to New Agency** screen, shown in Figure 21, will be displayed.

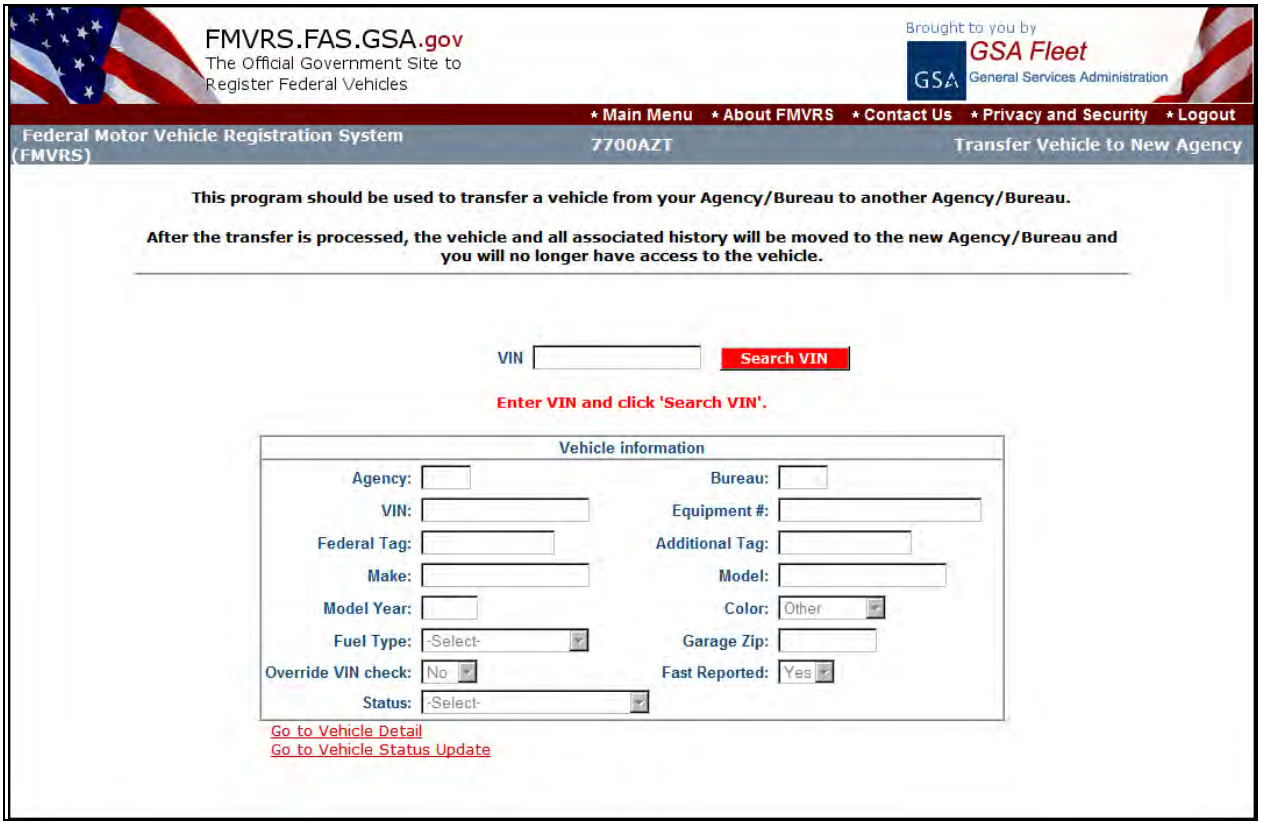
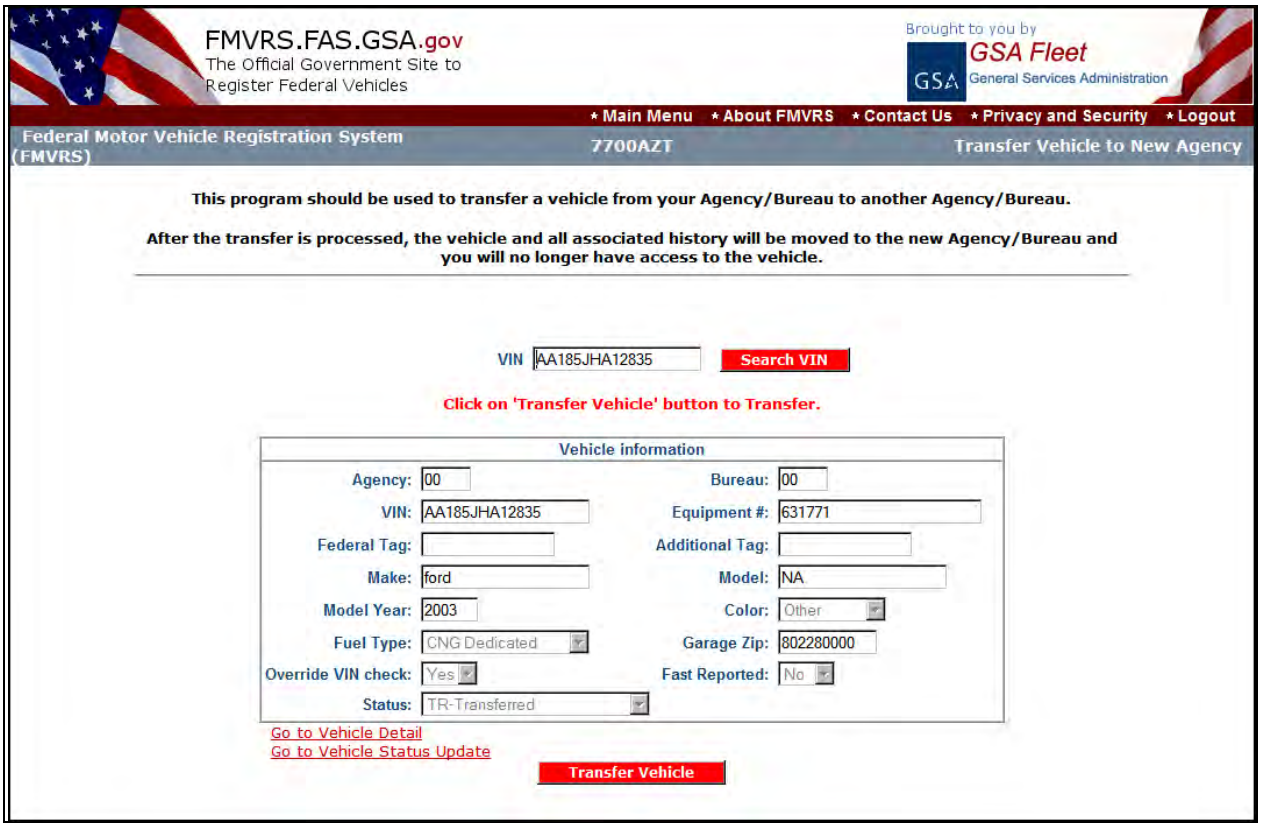


Figure 21. Transfer Vehicle to New Agency

2. Enter a VIN that exists in FMVRS, and then click the **Search VIN** button. (If the vehicle is in _\C‘ status, an error message will be displayed.)
   The screen is populated with the Vehicle Information.
3. Click the **Transfer Vehicle** button.
   The **Vehicle Transfer** screen, shown in Figure 22, is displayed.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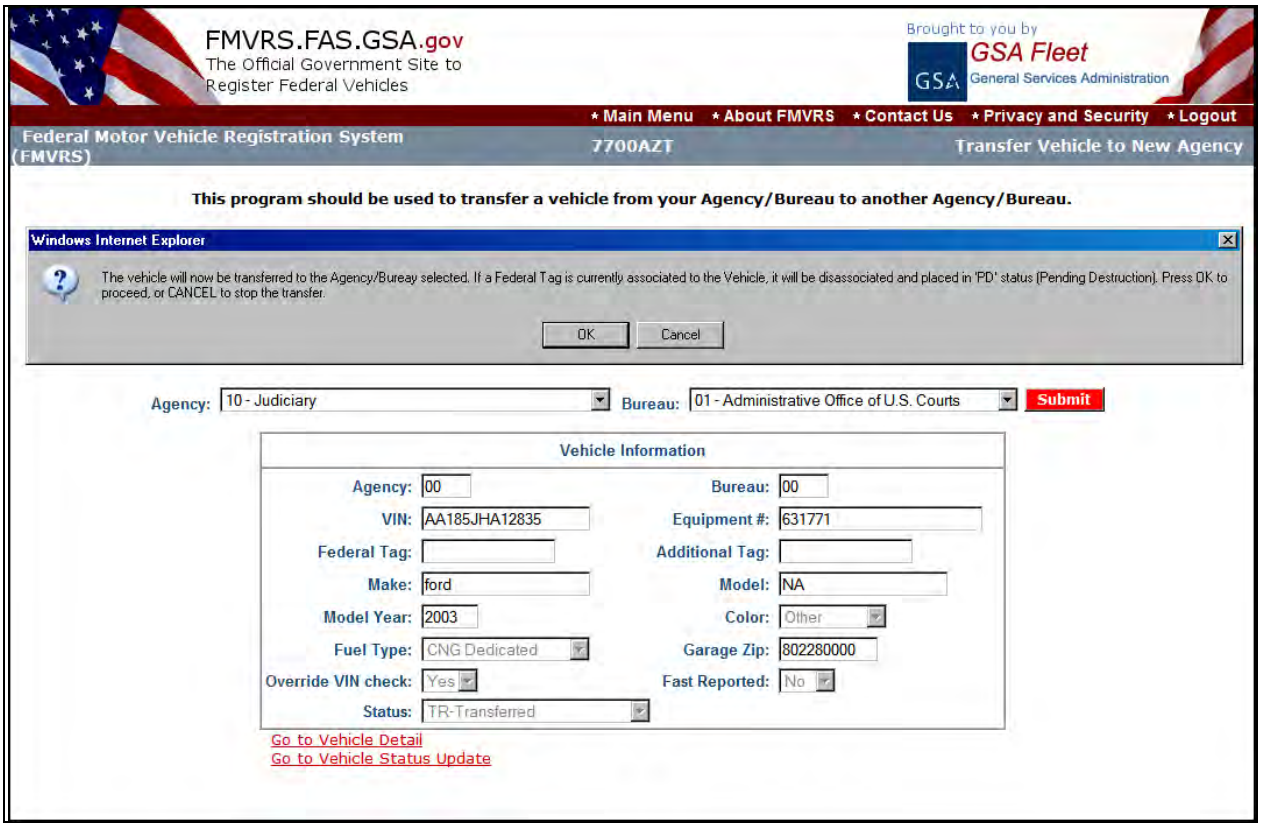
Transfer Vehicle to New Agency
This program should be used to transfer a vehicle from your Agency/Bureau to another Agency/Bureau.
After the transfer is processed, the vehicle and all associated history will be moved to the new Agency/Bureau and you will no longer have access to the vehicle.
VIN AA185JHA12835
Search VIN
Click on 'Transfer Vehicle' button to Transfer.
Vehicle information
Agency: 00
Bureau: 00
VIN: AA185JHA12835
Equipment #: 631771
Federal Tag:
Additional Tag:
Make: ford
Model: NA
Model Year: 2003
Color: Other
Fuel Type: CNG Dedicated
Garage Zip: 802280000
Override VIN check: Yes
Fast Reported: No
Status: TR-Transferred
Go to Vehicle Detail
Go to Vehicle Status Update
Transfer Vehicle

Figure 22. Vehicle Transfer

4. Select the **Agency** and **Bureau** to which you wish to transfer the vehicle, and then click the **Submit** button.
5. A warning message, shown in Figure 23, will be displayed asking you to confirm your decision.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Transfer Vehicle to New Agency
This program should be used to transfer a vehicle from your Agency/Bureau to another Agency/Bureau.
Windows Internet Explorer
The vehicle will now be transferred to the Agency/Bureay selected. If a Federal Tag is currently associated to the Vehicle, it will be disassociated and placed in 'PD' status (Pending Destruction). Press OK to proceed, or CANCEL to stop the transfer.
OK
Cancel
Agency: 10 - Judiciary
Bureau: 01 - Administrative Office of U.S. Courts
Submit
Vehicle Information
Agency: 00
Bureau: 00
VIN: AA185JHA12835
Equipment #: 631771
Federal Tag:
Additional Tag:
Make: ford
Model: NA
Model Year: 2003
Color: Other
Fuel Type: CNG Dedicated
Garage Zip: 802280000
Override VIN check: Yes
Fast Reported: No
Status: TR-Transferred
Go to Vehicle Detail
Go to Vehicle Status Update

Figure 23. Vehicle Transfer Confirmation pop-up

6. Click **OK** to proceed.

   The vehicle will be transferred to the new Agency/ Bureau and the message, **Transfer complete**, will be displayed—shown in Figure 24.

   The vehicle will be assigned the status of **'TR'** – Transferred.

   If a tag was associated with the vehicle, it will be disassociated from the vehicle and assigned the status of **'PD'** – Pending Destruction.

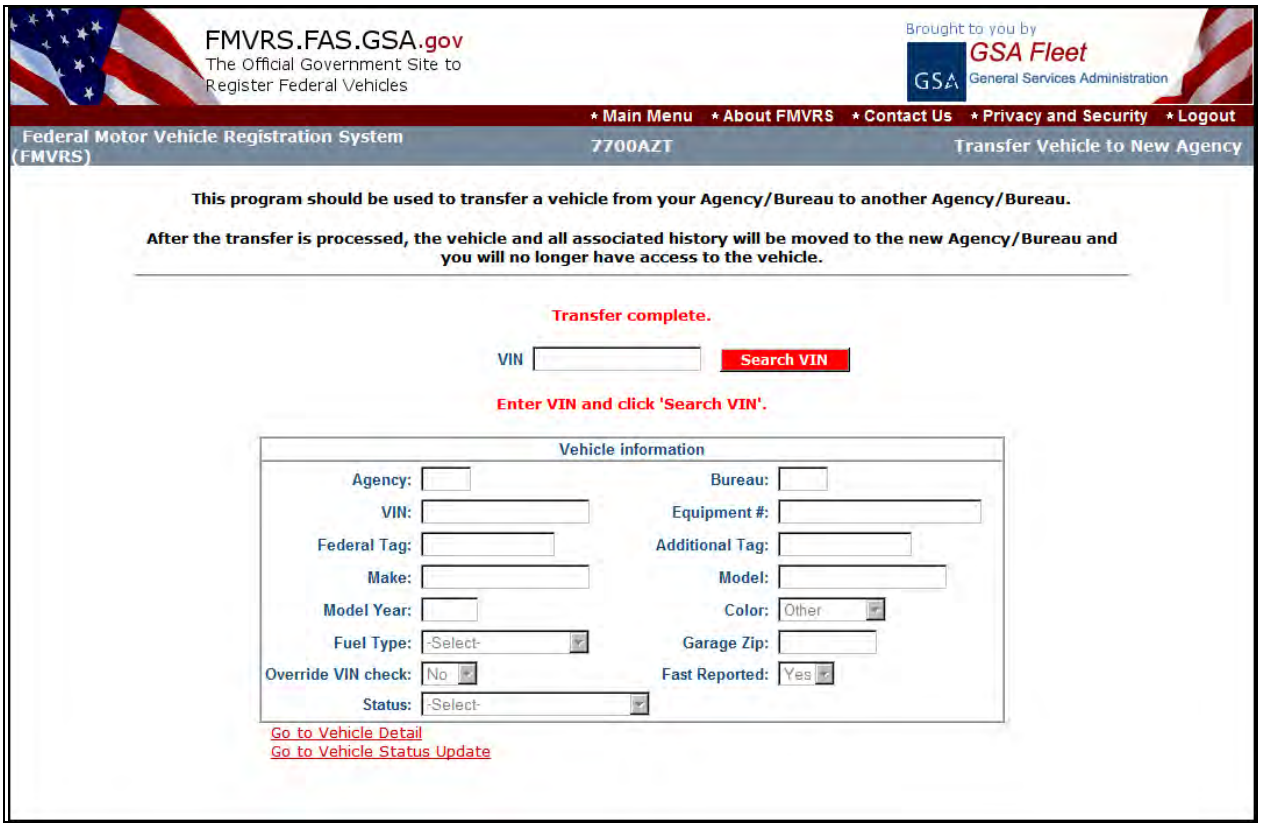


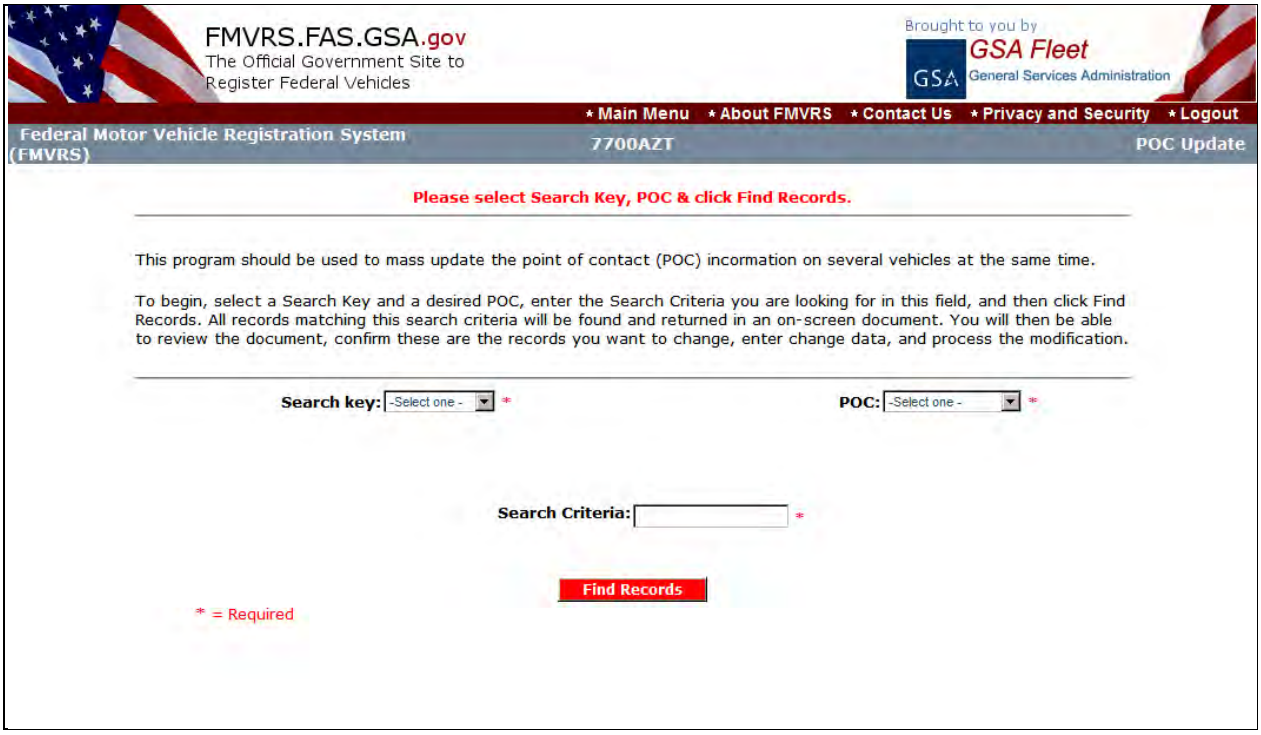
Figure 24. Transfer Vehicle to New Agency—Transfer Complete

3.7 Mass Update Vehicle POC

Mass Update Vehicle POC is used to update POC information for multiple vehicles.

To update POC information:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Mass Update Vehicle POC link in the **Vehicles Menu** module.
   The **POC Update** screen, shown in Figure 25, will be displayed.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POC Update
Please select Search Key, POC & click Find Records.
This program should be used to mass update the point of contact (POC) incormation on several vehicles at the same time.
To begin, select a Search Key and a desired POC, enter the Search Criteria you are looking for in this field, and then click Find Records. All records matching this search criteria will be found and returned in an on-screen document. You will then be able to review the document, confirm these are the records you want to change, enter change data, and process the modification.
Search key: -Select one -
POC: -Select one -
Search Criteria:
Find Records
* = Required

Figure 25. POC Update

2. Make a selection from the **Search Key** drop-down, depending on the criterion you want to use to select the records to be modified—Contact Name, Contact Phone, or Contact Email.
3. Make a selection from the **POC** drop-down list, depending on whether the selected Search key belongs to the Primary Contact or the Secondary Contact.
4. In the **Search Criteria** field, type the name, phone no., or email address of the primary or secondary contact. (For example if you want to update all of the records that have ―Wild Bill" listed as the primary contact, you would select **Contact Name** in the Search Key field, **Primary Contact** in the POC field, and enter **Wild Bill** in the Search Criteria field.
5. Click the **Find Records** button.
   The **POC Update – Continue** screen, shown in Figure 26, will be displayed.

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POC Update
Report created, click here if report does not open.
A new document has been created with vehicle records that match your search criteria. Please review this document and ensure that these are the records you want to change.
Once you have reviewd the records, please make a selection below...
Continue
Restart Search

Figure 26. POC Update – Report Creation

To cancel your search and start over, click the **Restart Search** button.

6. If the report does not open, click the ~~here~~" link at the top of the page.
   An excel vehicle report, similar to the one in Figure 27, will be displayed.

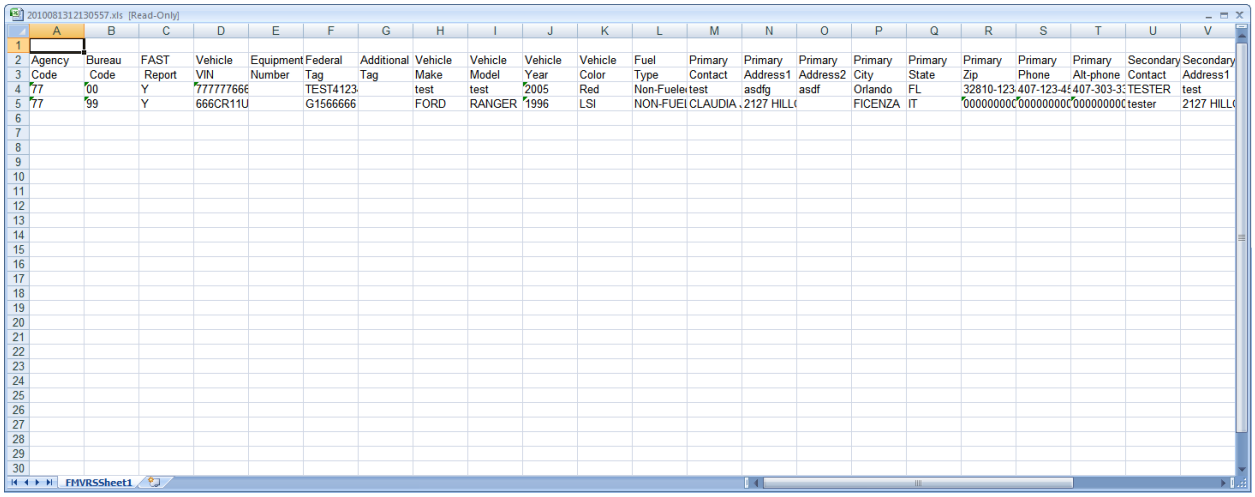
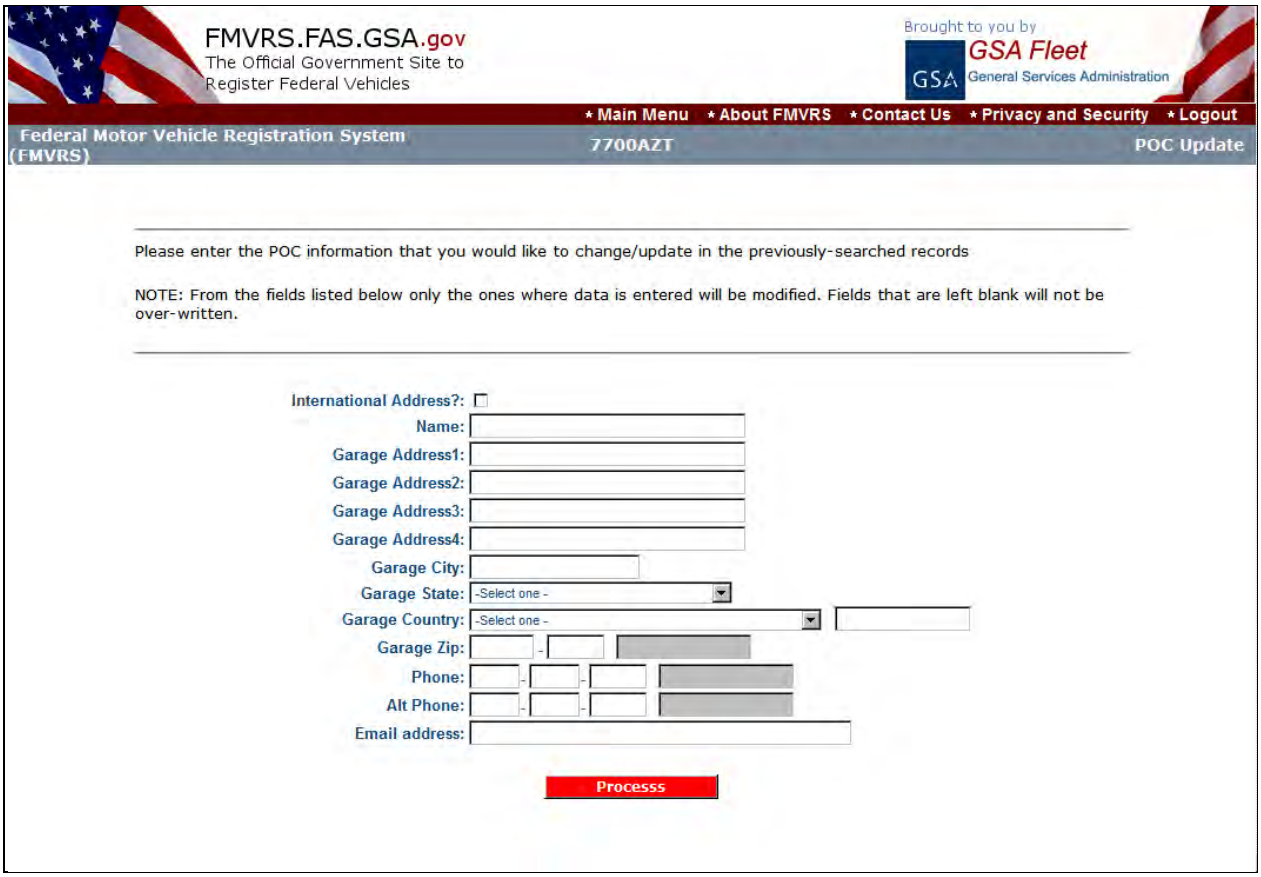

20100813121305S7.xls [Read-Only]
Agency Code | Bureau Code | FAST Report | Vehicle VIN | Equipment Number | Federal Tag | Additional Tag | Vehicle Make | Vehicle Model | Vehicle Year | Vehicle Color | Fuel Type | Primary Contact | Primary Address1 | Primary Address2 | Primary City | Primary State | Primary Zip | Primary Phone | Primary Alt-phone | Secondary Contact | Secondary Address1
77 | 00 | Y | 777777666 | | TEST4123 | | test | test | 2005 | Red | Non-Fuele | test | asdfg | asdf | Orlando | FL | 32810-123 | 407-123-4 | 407-303-3 | TESTER | test
77 | 99 | Y | 666CR11U | | G1566666 | | FORD | RANGER | 1996 | LSI | NON-FUEI | CLAUDIA . | 2127 HILL | | FICENZA | IT | 00000000 | 00000000 | 00000000 | tester | 2127 HILL
FMVRSSheet1

Figure 27. POC Update – Report

7. Review the report to be sure that it contains only the records that you want to change, and then click the **Continue** button on the POC Update screen.
8. The **POC Update – Process** screen, shown in Figure 28, will be displayed.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GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
POC Update
Please enter the POC information that you would like to change/update in the previously-searched records
NOTE: From the fields listed below only the ones where data is entered will be modified. Fields that are left blank will not be over-written.
International Address?:
Name:
Garage Address1:
Garage Address2:
Garage Address3:
Garage Address4:
Garage City:
Garage State:
-Select one -
Garage Country:
-Select one -
Garage Zip:
Phone:
Alt Phone:
Email address:
Processs

Figure 28. POC Update – Process

9. Type entries in the fields that you want to update, and then click the **Process** button.

   The records will be updated. (Only the fields for which you typed an entry will be modified. The other fields will remain unchanged.)

4 Security Menu

This chapter covers the management and update of individual accounts by Users as well as the management and creation of new accounts by administrators.

The Security Menu contains the following sections:

- **My Account**: allows you to update your account information.
- **Manage Accounts**: allows super users and administrators to manage user accounts.
- **List of Users**: displays a list of users for your agency.

4.1 My Account

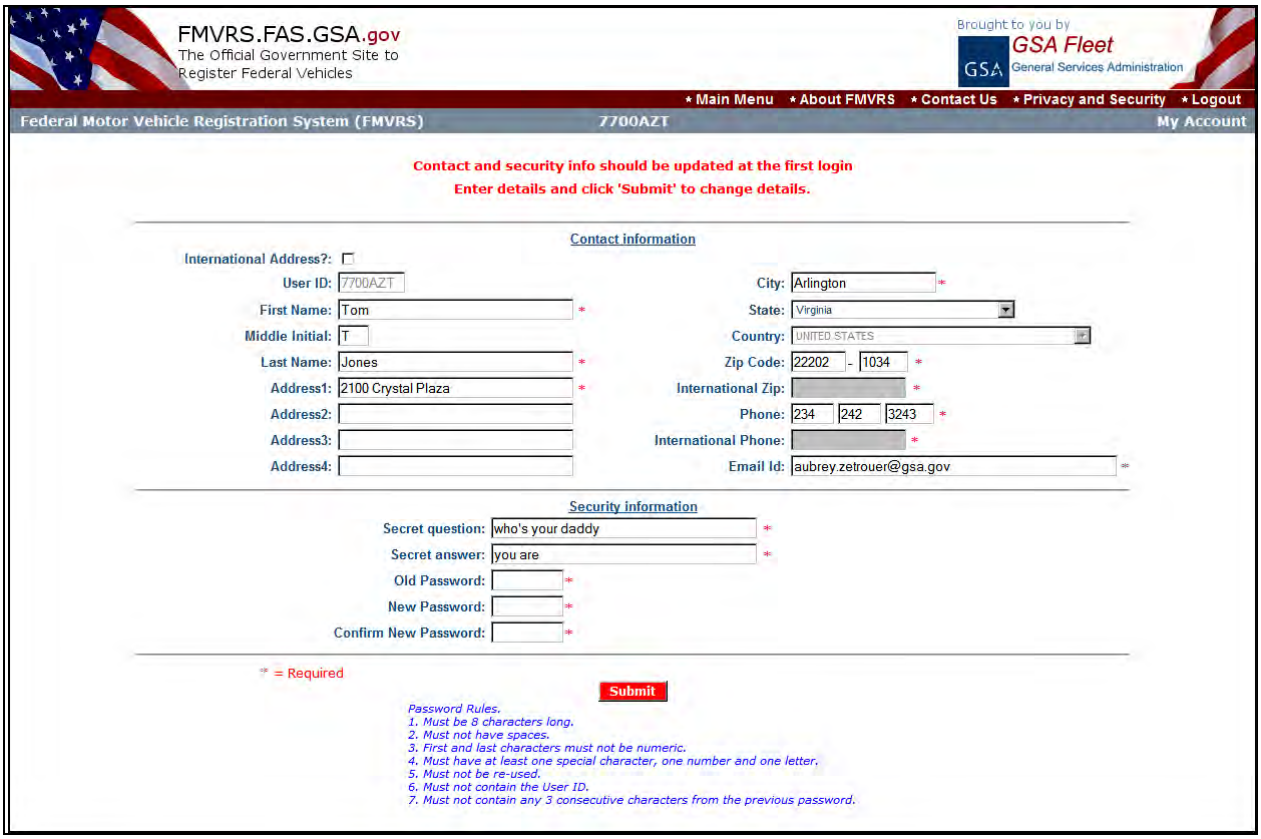
My Account allows users to update their Contact and Security information.

If you are logging in for the first time, the My Account screen will be displayed when you attempt to log in, and you will be prompted to update your Contact and Security information. You can update your Contact and Security information anytime by accessing the My Account screen.

To update your account information:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the My Account link in the **Security Menu** module.

   The **My Account** screen, shown in Figure 29, will be displayed.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* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
My Account
Contact and security info should be updated at the first login
Enter details and click 'Submit' to change details.
Contact information
International Address?:
User ID: 7700AZT
First Name: Tom
Middle Initial: T
Last Name: Jones
Address1: 2100 Crystal Plaza
Address2:
Address3:
Address4:
City: Arlington
State: Virginia
Country: UNITED STATES
Zip Code: 22202 - 1034
International Zip:
Phone: 234 242 3243
International Phone:
Email Id: aubrey.zetrouer@gsa.gov
Security information
Secret question: who's your daddy
Secret answer: you are
Old Password:
New Password:
Confirm New Password:
* = Required
Submit
Password Rules.
1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.
7. Must not contain any 3 consecutive characters from the previous password.

Figure 29. My Account

2. Modify your **Contact Information** as necessary. (Fields marked with a red asterisk are mandatory.)

3. Modify your **Security Information** as needed (follow the Password Rules displayed at the bottom of the screen to enter a new password), and then click the **Submit** button.

   Your information will be updated.

4.2 Manage Accounts

Manage Accounts allows GSA super users and field administrators to add new users and to manage user accounts. GSA super users can manage all accounts, while field administrators can only manage accounts for their agency.

Three types of users can be designated:

- **Super User**: Super Users are GSA administrators. They can create Super Users, Master Users, and Users. Super Users have access to all agency/ bureau records.
- **Master User**: Master Users are agency administrators. They can create Master Users and Users. A Master User can only grant access to records in his agency and can limit the ability of other Master Users to manage accounts and change tags and VINs.
- **User**: A User will have Read permission by default.

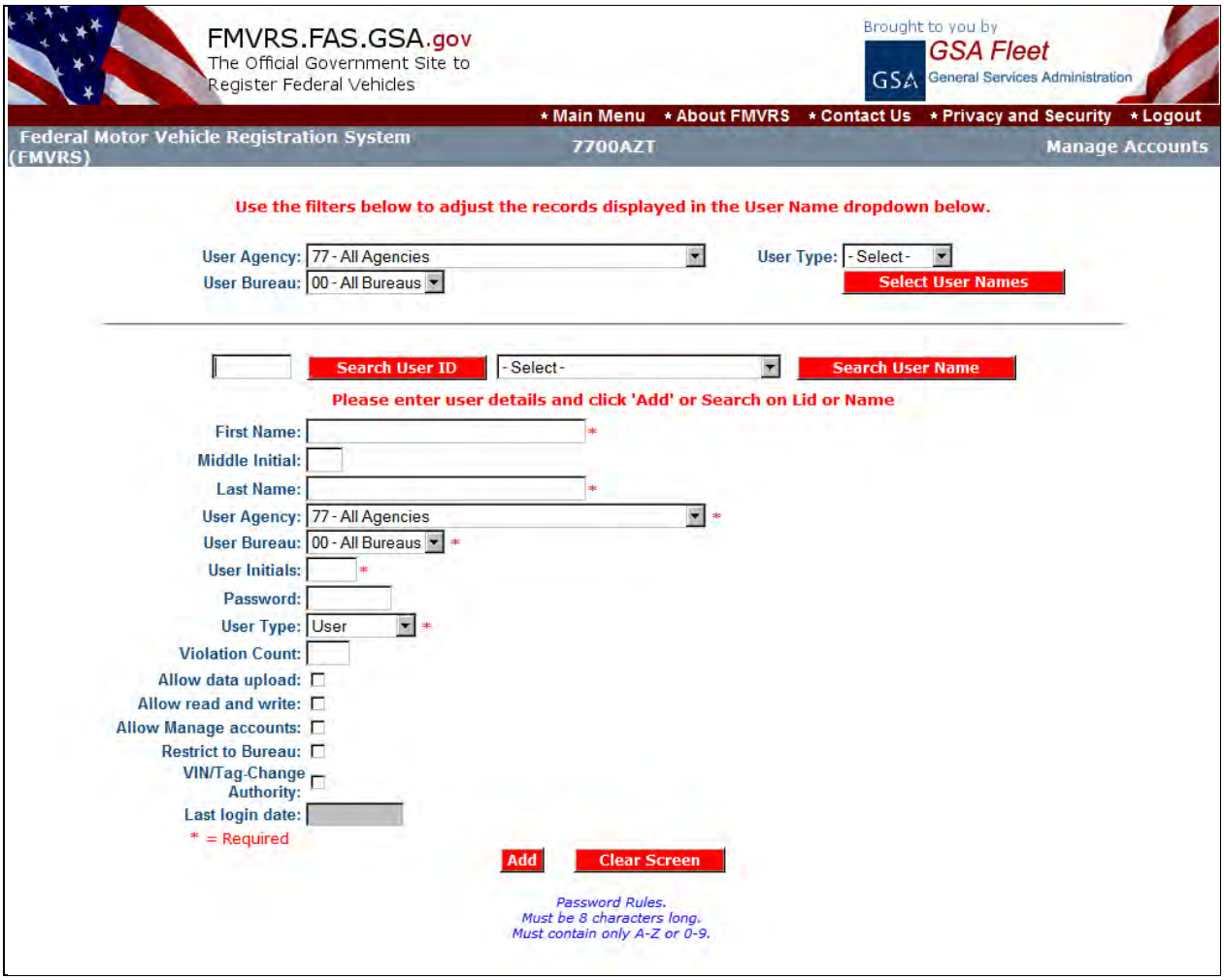
4.2.1 Adding a New User

You must be a Super User or Master User and have ‗Manage Accounts' permission to add a user.

To add a new user:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Manage Accounts link in the **Security Menu** module. (You must be a Super User or Master User and have permission to manage accounts in order to see the Manage Accounts link on the Main Menu.)

   The **Manage Accounts** screen, shown in Figure 30, will be displayed.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Brought to you by
GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Manage Accounts
Use the filters below to adjust the records displayed in the User Name dropdown below.
User Agency: 77 - All Agencies
User Bureau: 00 - All Bureaus
User Type: - Select -
Select User Names
Search User ID
- Select -
Search User Name
Please enter user details and click 'Add' or Search on Lid or Name
First Name:
Middle Initial:
Last Name:
User Agency: 77 - All Agencies
User Bureau: 00 - All Bureaus
User Initials:
Password:
User Type: User
Violation Count:
Allow data upload:
Allow read and write:
Allow Manage accounts:
Restrict to Bureau:
VIN/Tag-Change Authority:
Last login date:
* = Required
Add
Clear Screen
Password Rules.
Must be 8 characters long.
Must contain only A-Z or 0-9.

Figure 30. Manage Accounts

2. Enter the user's name in the **First Name**, **Middle Initial**, **and Last Name** fields.
3. Select the user's Agency and Bureau from the **User Agency** and **User Bureau** drop-down lists. (For most users the User Agency field will default to your agency and only the User Bureau can be selected.) (The User Bureau drop-down will be populated once the User Agency is selected.) (By default the user will have access to all bureaus in his agency.)
4. Enter the user's initials or any three letters that will make the **User ID** unique (The User ID is composed of seven characters including a four-digit agency/bureau code and three letters. The User ID will be displayed at the top of the screen upon login).
5. Type a password for the user, (you need not adhere to the Password Rules at the bottom of the page—the user will be required to change his password upon login). The Violation Count will increment if incorrect passwords are entered. After three failed login attempts, the user account will be locked.
6. Select a user type from the **User Type** drop-down.
7. To allow a user to upload files, check the **Allow Data Upload** box.
8. To allow a user to view and modify files, check the **Allow Read and Write** check-box.

9. To give a Master User or Super User the ability to create and update user accounts, check the **Allow Manage Accounts** check-box. (If you are a Master User and do not have this privilege, you will not see this item.)
10. To allow a user to make changes only to vehicles for his/ her bureau, check the **Restrict Changes to Bureau** check-box.
11. To give a user permission to change Tags and VINs for his/her agency, check the **VIN/ Tag-Change Authority** check-box.
12. To restrict a user to viewing vehicles only for his/ her bureau, check the **Restrict View to Bureau** check-box. (By default a user can view vehicles for all of the bureaus in his agency.)
13. Click the **Add** button.

    The user account will be added, as indicated by the message: **User Record –**<user id>**" added**.

4.2.2 Modifying a User Account

Only Super Users and Master Users with **Allow Manage Accounts** permission can modify a User Account.

To modify a user account:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Manage Accounts link in the **Security Menu** module. (You must be a Super User or Master User and have permission to manage accounts in order to see the Manage Accounts link on the Main Menu.)

   The **Manage Accounts** screen, shown in Figure 30, will be displayed.
2. Access the record to be modified by entering a **User ID** in the text field next to the **Search User ID** button and clicking the **Search User ID** button; or by selecting a user name from the **Search User Name** drop-down, and clicking the **Search User Name** button. (To filter the list of user names that will be displayed in the Search User Name drop-down list: select an agency/ bureau from the **User Agency/User Bureau** drop-down lists at the top of the page—if applicable, and/or select a user type from the **User Type** drop-down list, and then click the **Select User Names** button to enter the selection criteria.)

   The specified user record will be displayed.
3. Update the record as necessary and then click the **Modify** button.
4. The record will be updated and the following message will be displayed: **User Record Changed.**
5. **To delete the User Record**, access the desired record and then click the **Delete** button.

4.3 List of Users

The **List of Users** functionality displays a list of user records. GSA super-users can view all user records, while field administrators can only view user records for their agency.

The **List of Users** screen allows you to customize the list of records displayed in three different ways:

- **Reordering**: The list of records can be re-ordered by selecting a value from the **Re-Order** drop-down list. (Currently records can only be ordered by **LID**.)
- **Filtering**: The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
  - Agency/Bureau (Unless you are a Super User with access to all records, the **Agency** filter will be disabled.)
  - User Type
  - Permissions (Upload, Write, or Manage)
- **Searching**: Individual records can be returned by entering a value in one of the search fields. Records can be searched by:
  - User ID
  - Name (First, Last, or Initial)

To access a list of user records:

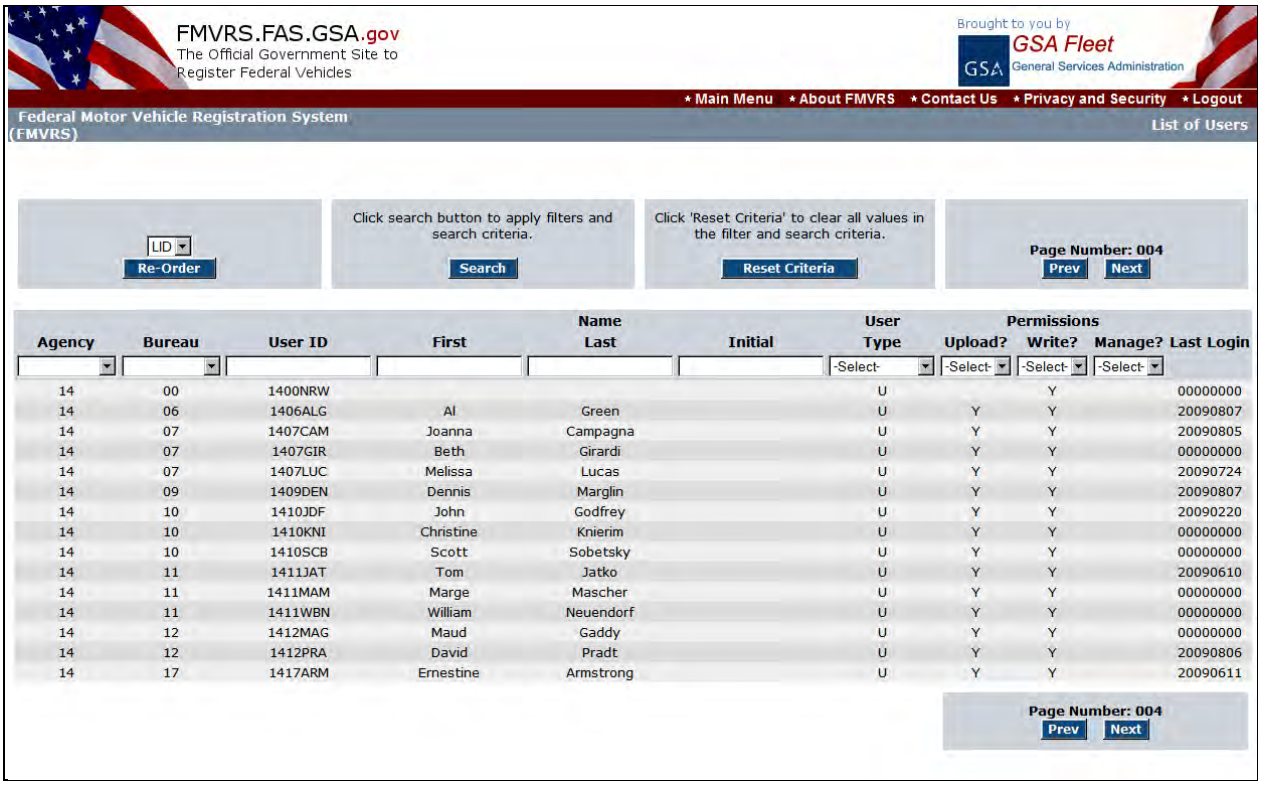
1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the List of Users link in the **Security Menu** module.

   The **List of Users** screen, shown in Figure 31, will display a list or User records, sorted by LID.

   If there is more than one page of records, the **Next** button will be displayed at the bottom of the page.

   The list of records displayed will depend on your security level. (Unless you are a Super User with access to all user records, only the records for your agency will be displayed.)

   Your agency will be displayed in the **Agency** column.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Brought to you by GSA Fleet General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
List of Users
LID
Re-Order
Click search button to apply filters and search criteria.
Search
Click 'Reset Criteria' to clear all values in the filter and search criteria.
Reset Criteria
Page Number: 004
Prev
Next
Agency
Bureau
User ID
Name
First
Last
Initial
User Type
Permissions
Upload?
Write?
Manage?
Last Login
-Select-
14 00 1400NRW U Y 00000000
14 06 1406ALG Al Green U Y Y 20090807
14 07 1407CAM Joanna Campagna U Y Y 20090805
14 07 1407GIR Beth Girardi U Y Y 00000000
14 07 1407LUC Melissa Lucas U Y Y 20090724
14 09 1409DEN Dennis Marglin U Y Y 20090807
14 10 1410JDF John Godfrey U Y Y 20090220
14 10 1410KNI Christine Knierim U Y Y 00000000
14 10 1410SCB Scott Sobetsky U Y Y 00000000
14 11 1411JAT Tom Jatko U Y Y 20090610
14 11 1411MAM Marge Mascher U Y Y 00000000
14 11 1411WBN William Neuendorf U Y Y 00000000
14 12 1412MAG Maud Gaddy U Y Y 00000000
14 12 1412PRA David Pradt U Y Y 20090806
14 17 1417ARM Ernestine Armstrong U Y Y 20090611
Page Number: 004
Prev
Next

Figure 31. List of Users

2. **To reorder the list of user records**: Select a value from the **Re-Order** dropdown list, and then click the **Re-Order** button. (Currently, **LID** is the only value available.)

   The records will be sorted based on your selection.

3. **To filter the list of records**: Make a selection from one of the filter drop-down lists (**Agency/Bureau**, **User Type**, **Upload**, **Write**, or **Manage**) and then click the **Search** button.

   The records matching your filter value will be displayed.

   Records can be filtered on multiple values by selecting values from more than one of the filter drop-down lists. (Filters can be applied individually, or simultaneously. If filters are applied individually, each successive filter value will be applied to the list of records returned by the previous filter value, but if multiple values are entered simultaneously, they will be applied from left to right.)

4. **To search for records matching a specific value:** Enter a value in one of the search fields (User ID, First, Last, or Initial), and then click the **Search** button.

   One or more records matching your search value will be displayed.

5. **To clear your search values and start over:** Click the **Reset Criteria** button.

   Your list of records will be reset to display all records—sorted by the value in the **Re-Order** field.

5 Reports Menu

This chapter covers the creation of various agency reports.

The Reports Menu contains the following sections:

- Agency Vehicle Inventory report
- Agency License Plate report

5.1 Agency Vehicle Inventory

The **Agency Vehicle Inventory** module allows you to create a Vehicle Inventory Report for your agency. The report will be created in an Excel format listing all of the vehicles assigned to your agency/bureau, and can be viewed on screen or sent to your email address.

To create a Vehicle Inventory Report for your agency:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Agency Vehicle Inventory link in the **Reports Menu** module.

   The **Agency Vehicle Inventory** screen, shown in Figure 32, will be displayed. (Fields marked with a red asterisk (*) are mandatory.)

   Unless you are a Super User with access to all vehicle records, the **Agency** field will display your agency and cannot be modified.

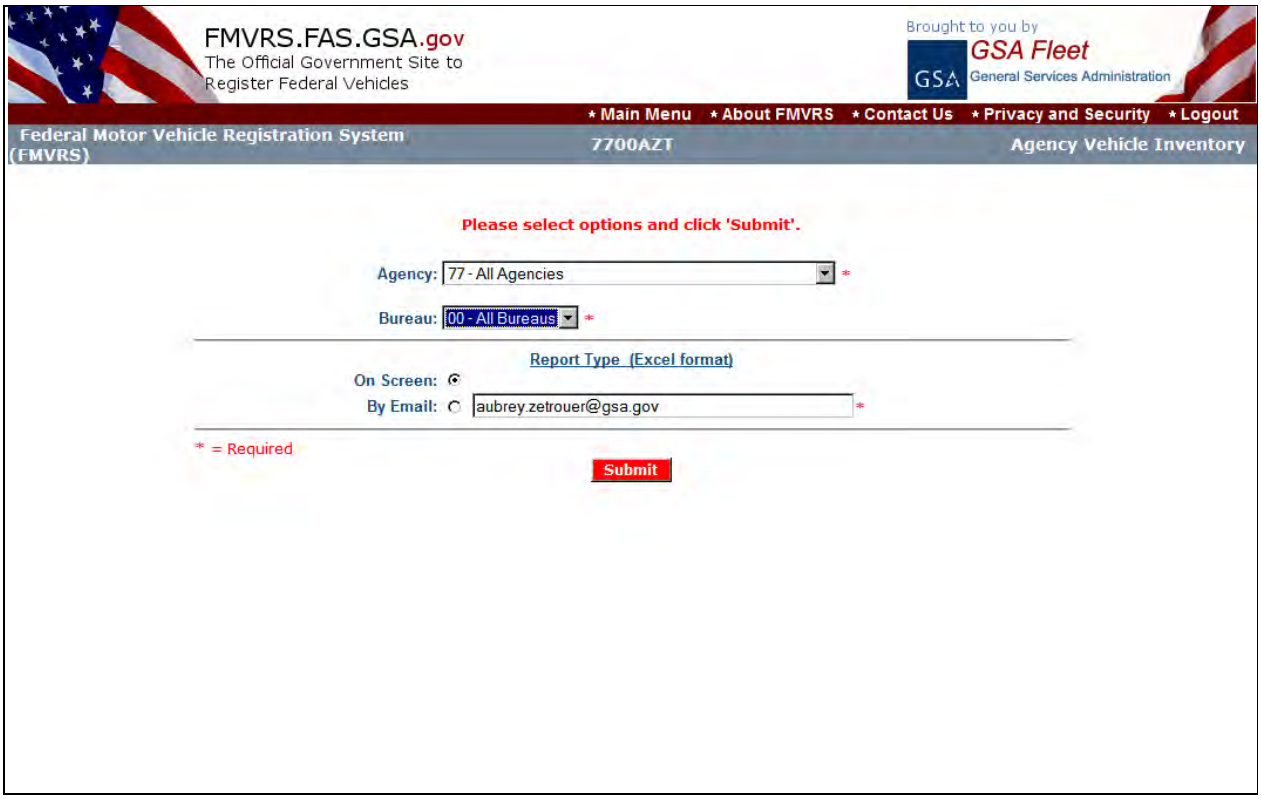
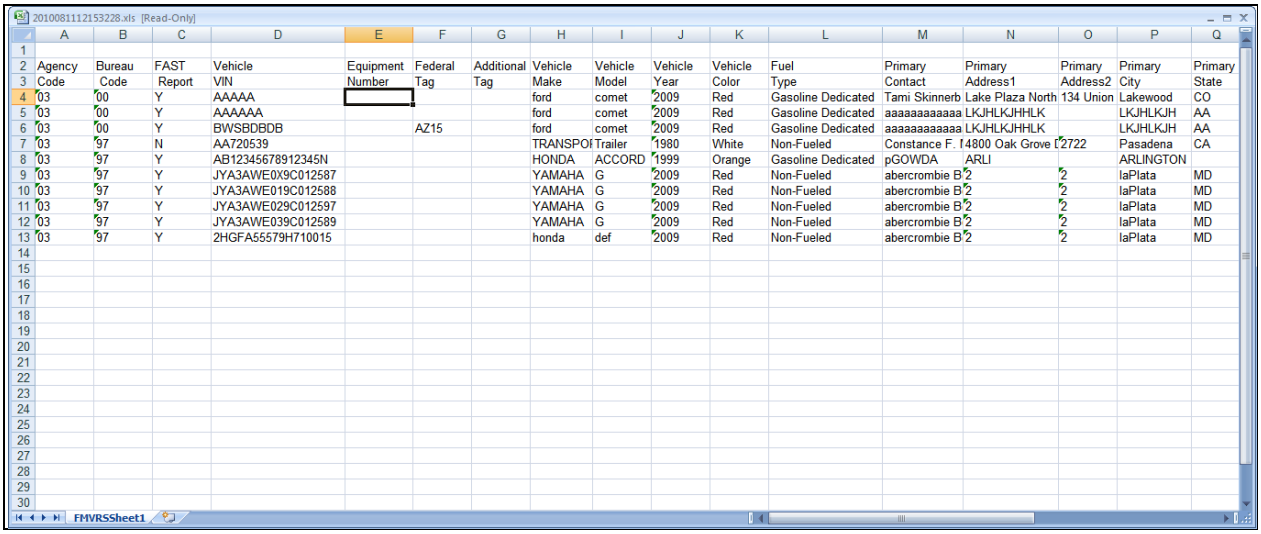

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Brought to you by
GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Agency Vehicle Inventory
Please select options and click 'Submit'.
Agency: 77 - All Agencies *
Bureau: 00 - All Bureaus *
Report Type (Excel format)
On Screen:
By Email: aubrey.zetrouer@gsa.gov *
* = Required
Submit

Figure 32. Agency Vehicle Inventory

2. Select an entry from the **Bureau** dropdown.
3. Click the **On Screen** or **By Email** radio button to indicate whether you want to save the report to disk or receive it by email. (Your email address will default to the email address that you previously provided but can be modified.)
4. Click the **Submit** button.

   A Vehicle Inventory Report for your agency, similar to the one in Figure 33, will be generated.

   The report will only display records for the Agency for which the Agency Code matches the first two characters of the user's User ID, and will be sorted by Bureau.



Agency Code	Bureau Code	FAST Report	Vehicle VIN	Equipment Number	Federal Tag	Additional Tag	Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Color	Fuel Type	Primary Contact	Primary Address1	Primary Address2	Primary City	Primary State
03	00	Y	AAAAA				ford	comet	2009	Red	Gasoline Dedicated	Tami Skinnerb	Lake Plaza North	134 Union	Lakewood	CO
03	00	Y	AAAAAA				ford	comet	2009	Red	Gasoline Dedicated	aaaaaaaaaaa	LKJHLKJHHLK		LKJHLKJH	AA
03	00	Y	BWSBDBDB		AZ15		ford	comet	2009	Red	Gasoline Dedicated	aaaaaaaaaaa	LKJHLKJHHLK		LKJHLKJH	AA
03	97	N	AA720539				TRANSPOI	Trailer	1980	White	Non-Fueled	Constance F. I	4800 Oak Grove D	2722	Pasadena	CA
03	97	Y	AB12345678912345N				HONDA	ACCORD	1999	Orange	Gasoline Dedicated	pGOWDA	ARLI		ARLINGTON	
03	97	Y	JYA3AWE0X9C012587				YAMAHA	G	2009	Red	Non-Fueled	abercrombie B	2	2	laPlata	MD
03	97	Y	JYA3AWE019C012588				YAMAHA	G	2009	Red	Non-Fueled	abercrombie B	2	2	laPlata	MD
03	97	Y	JYA3AWE029C012597				YAMAHA	G	2009	Red	Non-Fueled	abercrombie B	2	2	laPlata	MD
03	97	Y	JYA3AWE039C012589				YAMAHA	G	2009	Red	Non-Fueled	abercrombie B	2	2	laPlata	MD
03	97	Y	2HGFA55579H710015				honda	def	2009	Red	Non-Fueled	abercrombie B	2	2	laPlata	MD

Figure 33. Agency Vehicle Inventory Report

Sensitive But Unclassified

5.2 Agency License Plate Inventory

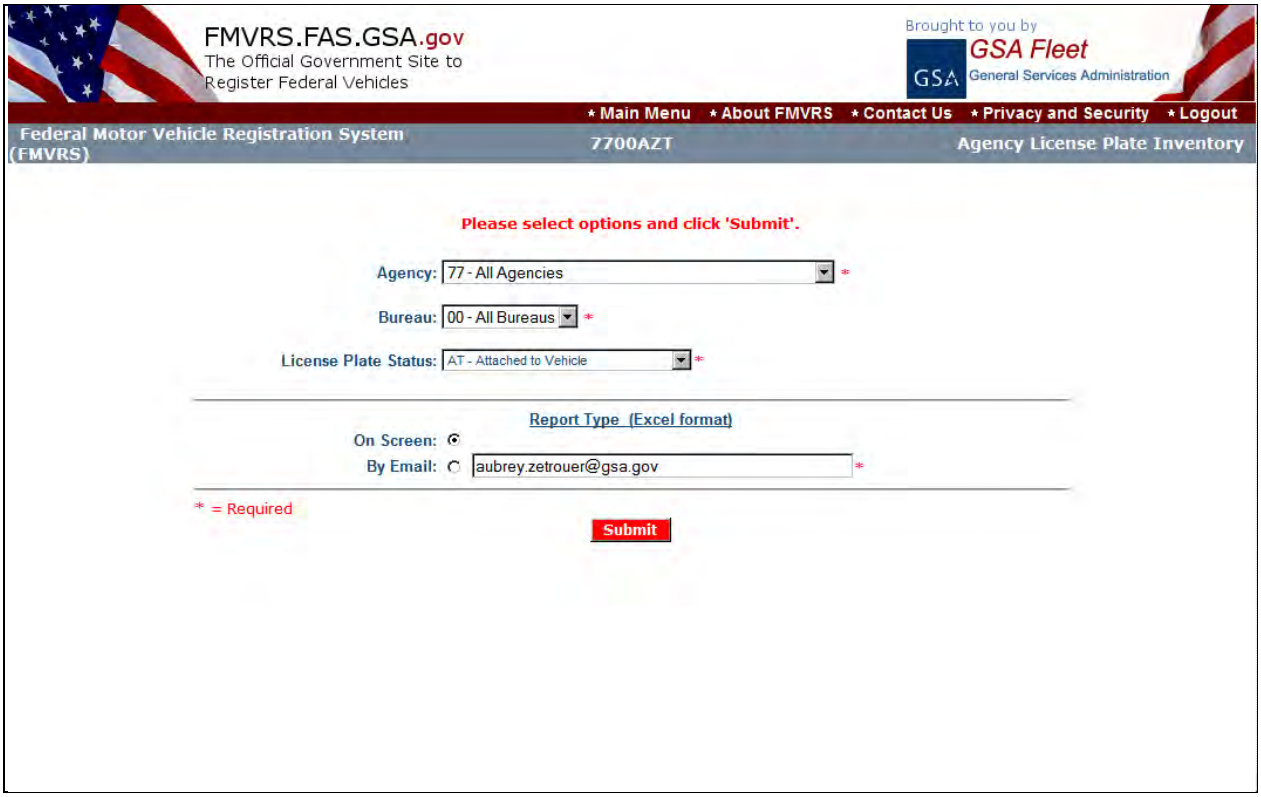
The **Agency Vehicle Inventory** module allows you to create a License Plate Inventory Report that lists the license plates assigned to your agency/bureau. The report can be customized to display tags in any specific status or tags in all statuses, except for those in a status of **AT** (Attached).

To create a License Plate Inventory Report:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the License Plate Inventory link in the **Reports Menu** module.

   The **Agency License Plate Inventory** screen, shown in Figure 34, will be displayed. (Fields marked with a red asterisk (*) are mandatory.)

   Unless you are a Super User with access to all vehicle records, the **Agency** field will display your agency and cannot be modified.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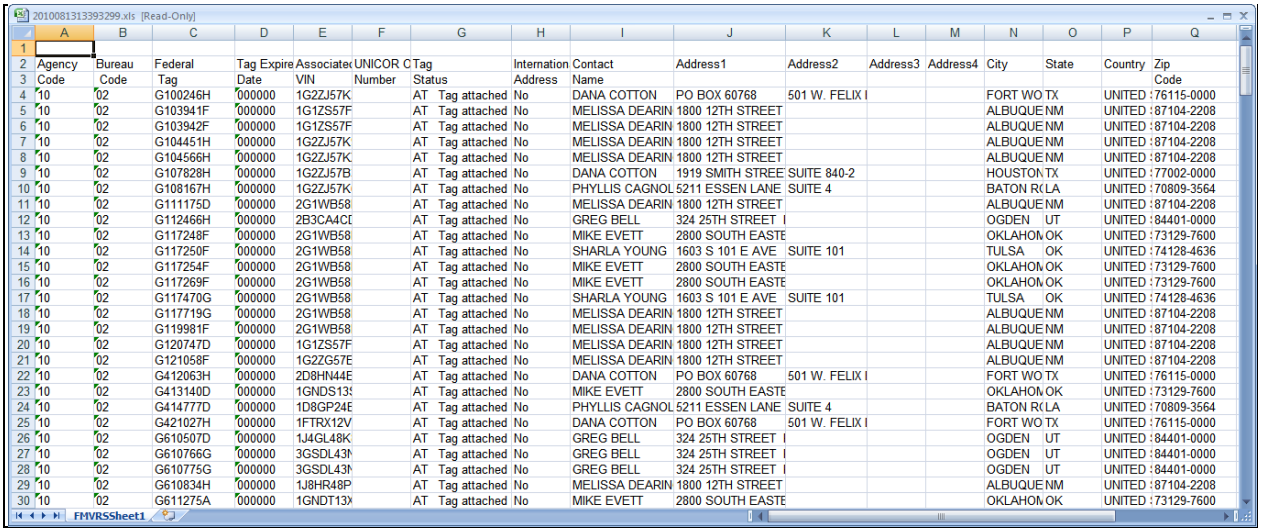
GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Agency License Plate Inventory
Please select options and click 'Submit'.
Agency: 77 - All Agencies *
Bureau: 00 - All Bureaus *
License Plate Status: AT - Attached to Vehicle *
Report Type (Excel format)
On Screen:
By Email: aubrey.zetrouer@gsa.gov *
* = Required
Submit

Figure 34. Agency License Plate Inventory

2. Select the **Bureau** for which you want to run the report.
3. From the **License Plate Status** drop-down, select a tag status. (You can choose to create a report for tags in a specific status or for all tags except for those in a status of **AT**.)
4. Click the **On Screen** or **By Email** radio button to indicate whether you want to save the report to disk or receive it by email. (Your email address will default to the email address that you previously provided but can be modified.)

   A License Plate Inventory report for your agency, similar to the one in Figure 35, will be generated.

The report will only display records for the Agency for which the Agency Code matches the first two characters of the user's User ID, and will be sorted by Bureau.



Agency Code	Bureau Code	Federal Tag	Tag Expire Date	Associate VIN	UNICOR Number	Tag Status	International Address	Contact Name	Address1	Address2	Address3	Address4	City	State	Country	Zip Code
10	02	G100246H	000000	1G2ZJ57K		AT Tag attached	No	DANA COTTON	PO BOX 60768	501 W. FELIX I			FORT WO	TX	UNITED :	76115-0000
10	02	G103941F	000000	1G1ZS57F		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G103942F	000000	1G1ZS57F		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G104451H	000000	1G2ZJ57K		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G104566H	000000	1G2ZJ57K		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G107828H	000000	1G2ZJ57B		AT Tag attached	No	DANA COTTON	1919 SMITH STREE	SUITE 840-2			HOUSTON	TX	UNITED :	77002-0000
10	02	G108167H	000000	1G2ZJ57K		AT Tag attached	No	PHYLLIS CAGNOL	5211 ESSEN LANE	SUITE 4			BATON R(	LA	UNITED :	70809-3564
10	02	G111175D	000000	2G1WB58		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G112466H	000000	2B3CA4CI		AT Tag attached	No	GREG BELL	324 25TH STREET I				OGDEN	UT	UNITED :	84401-0000
10	02	G117248F	000000	2G1WB58		AT Tag attached	No	MIKE EVETT	2800 SOUTH EASTE				OKLAHON	OK	UNITED :	73129-7600
10	02	G117250F	000000	2G1WB58		AT Tag attached	No	SHARLA YOUNG	1603 S 101 E AVE	SUITE 101			TULSA	OK	UNITED :	74128-4636
10	02	G117254F	000000	2G1WB58		AT Tag attached	No	MIKE EVETT	2800 SOUTH EASTE				OKLAHON	OK	UNITED :	73129-7600
10	02	G117269F	000000	2G1WB58		AT Tag attached	No	MIKE EVETT	2800 SOUTH EASTE				OKLAHON	OK	UNITED :	73129-7600
10	02	G117470G	000000	2G1WB58		AT Tag attached	No	SHARLA YOUNG	1603 S 101 E AVE	SUITE 101			TULSA	OK	UNITED :	74128-4636
10	02	G117719G	000000	2G1WB58		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G119981F	000000	2G1WB58		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G120747D	000000	1G1ZS57F		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G121058F	000000	1G2ZG57E		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G412063H	000000	2D8HN44E		AT Tag attached	No	DANA COTTON	PO BOX 60768	501 W. FELIX I			FORT WO	TX	UNITED :	76115-0000
10	02	G413140D	000000	1GNDS13S		AT Tag attached	No	MIKE EVETT	2800 SOUTH EASTE				OKLAHON	OK	UNITED :	73129-7600
10	02	G414777D	000000	1D8GP24E		AT Tag attached	No	PHYLLIS CAGNOL	5211 ESSEN LANE	SUITE 4			BATON R(	LA	UNITED :	70809-3564
10	02	G421027H	000000	1FTRX12V		AT Tag attached	No	DANA COTTON	PO BOX 60768	501 W. FELIX I			FORT WO	TX	UNITED :	76115-0000
10	02	G610507D	000000	1J4GL48K		AT Tag attached	No	GREG BELL	324 25TH STREET I				OGDEN	UT	UNITED :	84401-0000
10	02	G610766G	000000	3GSDL43N		AT Tag attached	No	GREG BELL	324 25TH STREET I				OGDEN	UT	UNITED :	84401-0000
10	02	G610775G	000000	3GSDL43N		AT Tag attached	No	GREG BELL	324 25TH STREET I				OGDEN	UT	UNITED :	84401-0000
10	02	G610834H	000000	1J8HR48P		AT Tag attached	No	MELISSA DEARIN	1800 12TH STREET				ALBUQUE	NM	UNITED :	87104-2208
10	02	G611275A	000000	1GNDT13X		AT Tag attached	No	MIKE EVETT	2800 SOUTH EASTE				OKLAHON	OK	UNITED :	73129-7600

Figure 35. Agency License Plate Inventory Report

6 License Plates Menu

This chapter allows you to manage License Plates.

The License Plate Menu module contains the following sections:

- **License Plate Detail**: allows Tag records to be updated.
- **List of License Plates**: displays a list of Tag numbers for your agency/bureau.
- **Federal Tag Change**: allows a Tag Number to be modified.
- **Assign License Plate to VIN**: allows a Tag number to be assigned to a VIN.
- **Update Plate/VIN Association**: allows an existing association between a license plate and a VIN to be updated to reflect a new expiration date.
- **Disassociate License Plate from VIN**: allows the association between a license plate and a VIN to be terminated.
- **License Plate Status Update**: allows the status of a Tag to be updated.
- **UNICOR Order Maintenance**: allows users to view a list of tag orders and update the status of tags on an order.

The License Plate Status table, shown in Table 1, describes the various statuses that can be assigned to a license plate.

Table 1. License Plate Status Table

Code	Status	Meaning
AT	Attached	The tag is attached to a VIN
DA	Destroyed by Agency	Only tags that do not have an expiration date can be destroyed by an Agency—tags with expiration dates must be returned to UNICOR for their final disposition
DS	Destroyed	Tag has been destroyed by UNICOR. (This status can only be assigned by UNICOR.)
MS	Missing	The tag is missing or unaccounted for
PD	Pending Destruction	The tag has been sent back to UNICOR for destruction. (This status is assigned by the Agency.)
RC	Received	The tag has been received by an Agency and Stored, and the Tag Data file has been uploaded to the FMVRS database.
RT	Returned	The tag has been returned to UNICOR. (This status is assigned by UNICOR when the tag is in their possession.)
SH	Shipped	The tag has been shipped from UNICOR. (This status is assigned by UNICOR when the tag has been shipped.)
TC	Tag Change	The tag number has been changed. (A tag can only enter this status through the tag change process and is not selectable.)

6.1 License Plate Detail

License Plate Detail allows you to modify Tag Records and enter Contact Information. (The only ‗Tag Information' that can be modified is the Bureau and the Shipping Number.)

To modify a Tag record:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the License Plate Detail link in the **License Plates Menu** module.

   The **License Plate Detail** screen, shown in Figure 36, will be displayed.

   Mandatory fields are indicated with a red asterisk (*).

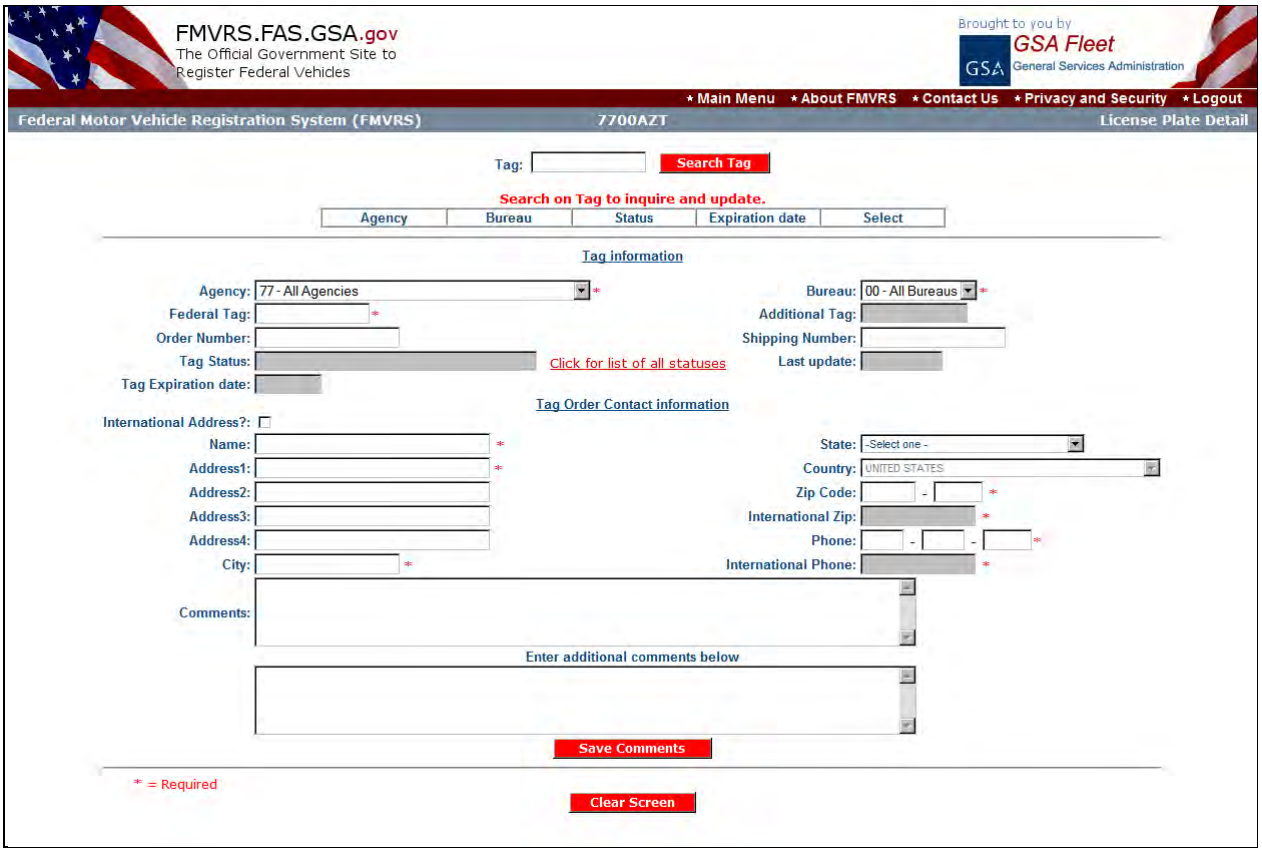


Figure 36. License Plate Detail

2. Enter a License Plate Number in the **Tag** field at the top of the screen, and click the **Search Tag** button.

   The tag record will be displayed and the **Modify** button will appear at the bottom of the screen, as shown in Figure 37.

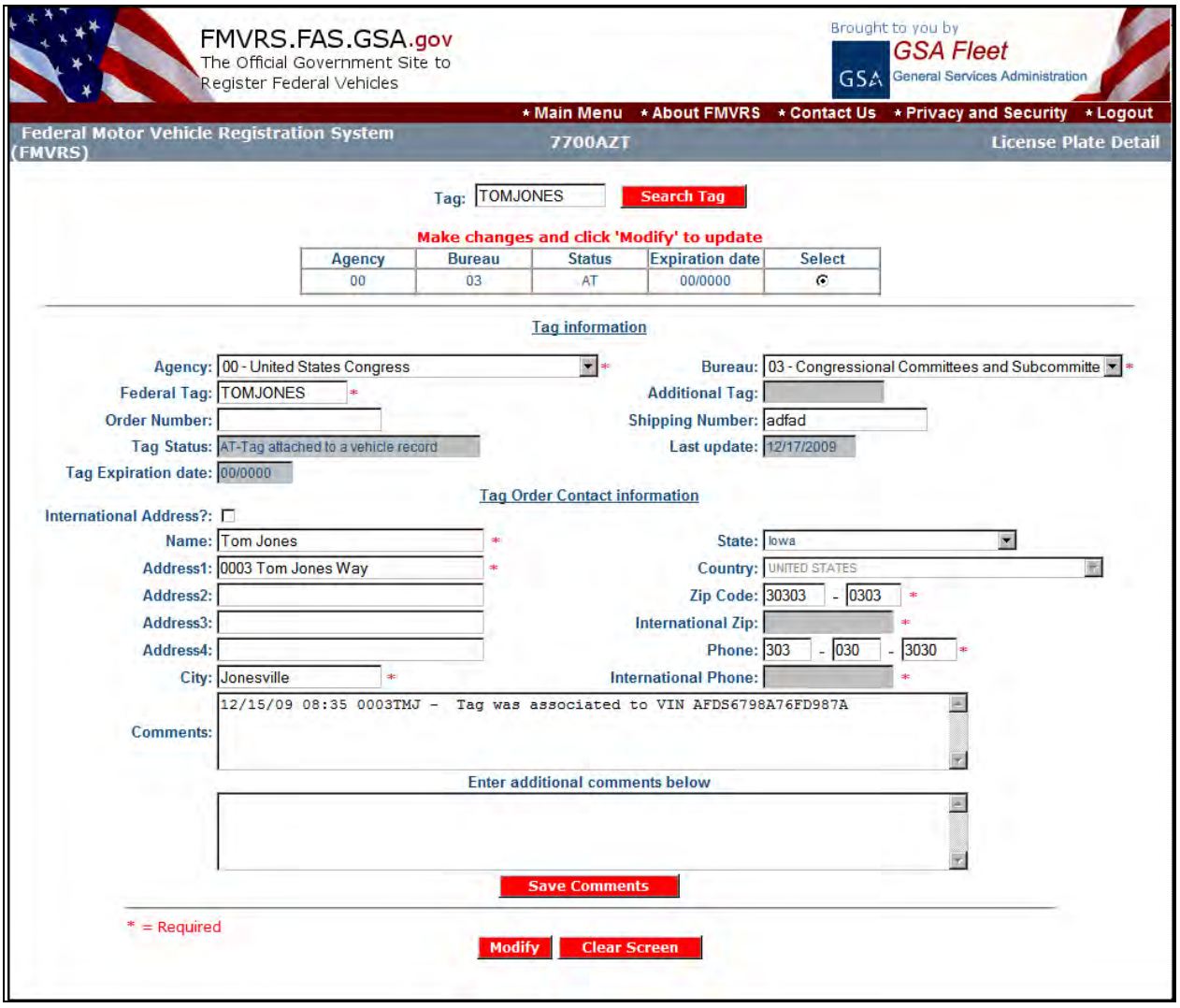


Figure 37. License Plate Detail – Modify

3. Modify the **Bureau** or **Shipping Number** as necessary. (These are the only fields under Tag Information that can be modified.)

4. To display a list of tag status codes and descriptions, click the Click for List of all Statuses link—The Vehicle / Tag Statuses screen, shown in Figure 38, will be displayed.

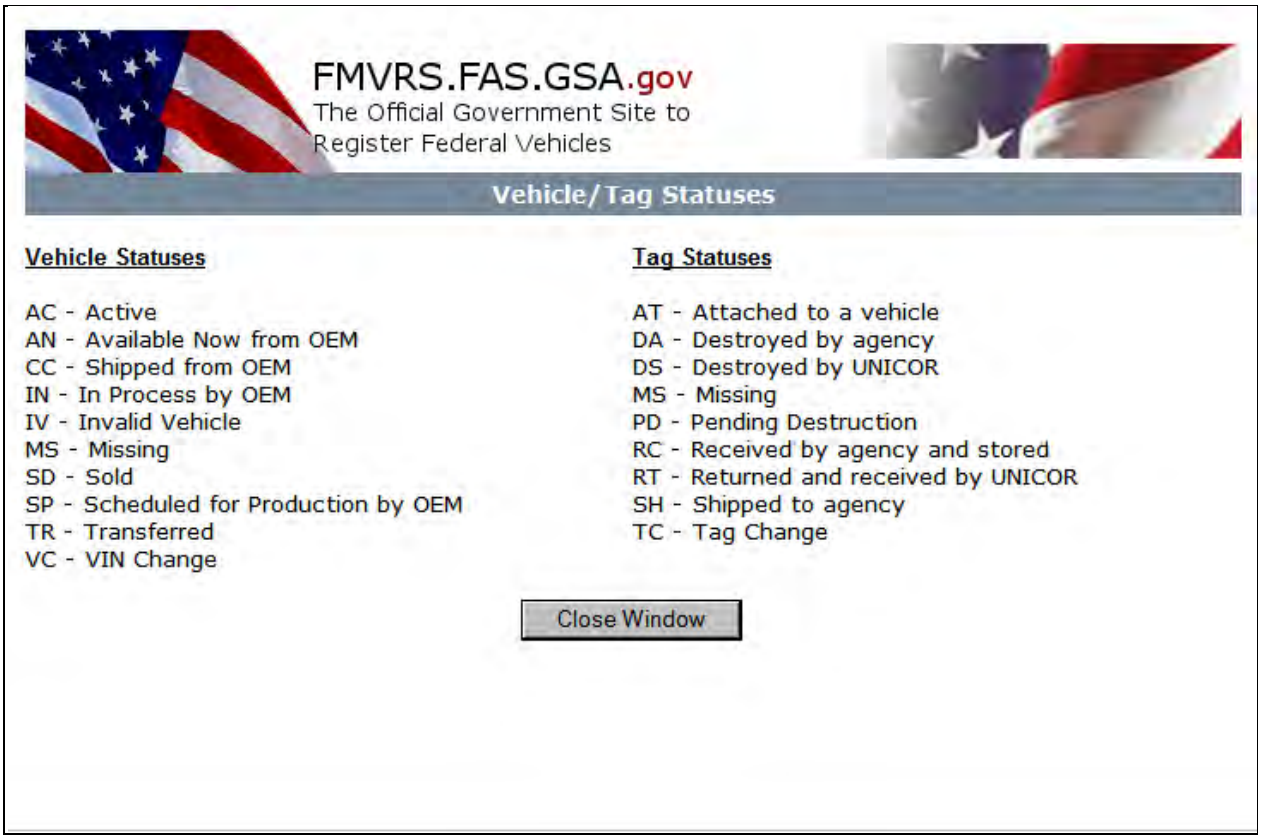
5. Modify **Contact information** as necessary.

6. Add comments in the **Enter Additional Comments** text field as needed, and then click the **Save Comments** button to save your comments.

   The Comments will be saved in the **Comments** text box. A time stamp and the User's ID will be added automatically.

7. Click the **Modify** button to save your changes.

   The message **Tag Record Changed** will be displayed.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Vehicle/Tag Statuses
Vehicle Statuses
AC - Active
AN - Available Now from OEM
CC - Shipped from OEM
IN - In Process by OEM
IV - Invalid Vehicle
MS - Missing
SD - Sold
SP - Scheduled for Production by OEM
TR - Transferred
VC - VIN Change
Tag Statuses
AT - Attached to a vehicle
DA - Destroyed by agency
DS - Destroyed by UNICOR
MS - Missing
PD - Pending Destruction
RC - Received by agency and stored
RT - Returned and received by UNICOR
SH - Shipped to agency
TC - Tag Change
Close Window

Figure 38. Vehicle / Tag Statuses

6.2 List of License Plates

The **List of License Plates** functionality displays a list of license plate records. GSA super-users can view all license plate records, while field administrators can only view records for their agency.

The **List of License Plates** screen allows you to customize the list of records displayed in three different ways:

- **Reordering**: The list of records can be re-ordered by selecting a value from the **Re-Order** drop-down list. (Currently records can only be ordered by **Federal Tag**.)
- **Filtering**: The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
  - Agency/Bureau (Unless you are a Super User with access to all records, the **Agency** filter will be disabled.)
  - Expiration Date
  - Tag Status
- **Searching**: Individual records can be returned by entering a value in one of the search fields. Records can be searched by:
  - Federal Tag
  - Additional Tag
  - VIN

To sort, filter, or search the license plate list:

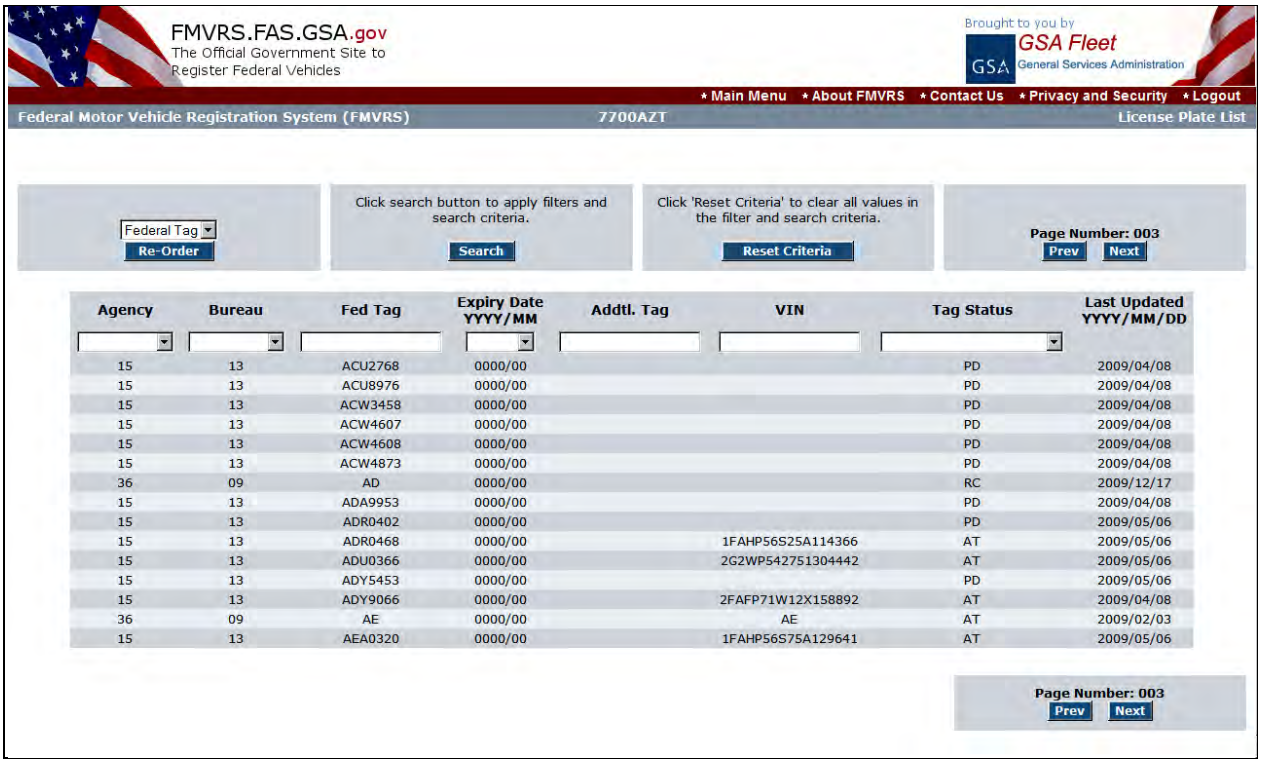
1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the List of License Plates link in the **License Plates Menu** module.

   The **License Plate List** screen, shown in Figure 39, will display a list of license plate records, sorted by Federal Tag.

   If there is more than one page of records, the **Next** button will be displayed at the bottom of the page.

   The list of records displayed will depend on your security level. (Unless you are a Super User with access to all license plate records, only the records for your agency will be displayed.)

   Your agency will be displayed in the **Agency** column.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Federal Motor Vehicle Registration System (FMVRS)
7700AZT
License Plate List
Federal Tag
Re-Order
Click search button to apply filters and search criteria.
Search
Click 'Reset Criteria' to clear all values in the filter and search criteria.
Reset Criteria
Page Number: 003
Prev Next
Agency Bureau Fed Tag Expiry Date YYYY/MM Addtl. Tag VIN Tag Status Last Updated YYYY/MM/DD
15 13 ACU2768 0000/00 PD 2009/04/08
15 13 ACU8976 0000/00 PD 2009/04/08
15 13 ACW3458 0000/00 PD 2009/04/08
15 13 ACW4607 0000/00 PD 2009/04/08
15 13 ACW4608 0000/00 PD 2009/04/08
15 13 ACW4873 0000/00 PD 2009/04/08
36 09 AD 0000/00 RC 2009/12/17
15 13 ADA9953 0000/00 PD 2009/04/08
15 13 ADR0402 0000/00 PD 2009/05/06
15 13 ADR0468 0000/00 1FAHP56S25A114366 AT 2009/05/06
15 13 ADU0366 0000/00 2G2WP542751304442 AT 2009/05/06
15 13 ADY5453 0000/00 PD 2009/05/06
15 13 ADY9066 0000/00 2FAFP71W12X158892 AT 2009/04/08
36 09 AE 0000/00 AE AT 2009/02/03
15 13 AEA0320 0000/00 1FAHP56S75A129641 AT 2009/05/06
Page Number: 003
Prev Next

Figure 39. License Plate List

2. **To reorder the list of user records**: Select a value from the **Re-Order** dropdown list, and then click the **Re-Order** button. (Currently, **Federal Tag** is the only value available.)

   The records will be sorted based on your selection.

3. **To filter the list of records**: Make a selection from one of the filter drop-down lists (**Agency/Bureau**, **Expiration Date**, **Tag Status**), and then click the **Search** button.

   The records matching your filter value will be displayed.

   Records can be filtered on more than one value by selecting values from more than one of the filter drop-down lists. (If filters are applied one at a time, each successive filter value will be applied to the list of records returned by the previously entered filter value, e.g. if records are filtered by Expiry Date, a list of records with an expiration date that matches the entry will be returned. If another filter is then applied, such as Tag Status, the records for all vehicles with the specified expiration date and tag will be returned.) (If multiple filters are entered simultaneously, they will be applied from left to right.

4. **To search for records matching a specific value:** Enter a value in one of the search fields (**Federal Tag**, **Additional Tag**, and **VIN**), and then click the **Search** button.

   One or more records matching your search value will be displayed.

5. **To clear your searches and start over:** Click the **Reset Criteria** button.

   Your list of records will be reset to display all records—sorted by the value in the **Re-Order** field.

6.3 Federal Tag Change

Federal Tag Change allows you to change the Tag Number attached to a tag record. A Tag should only be changed because of inaccurate Tag information provided by the Agency during bulk upload/ manual entry or by the manufacturer during ordering.

To change a Federal Tag:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Federal Tag Change link in the **License Plates Menu** module.

   The **Federal Tag Change—Search** screen, shown in Figure 40, will be displayed.

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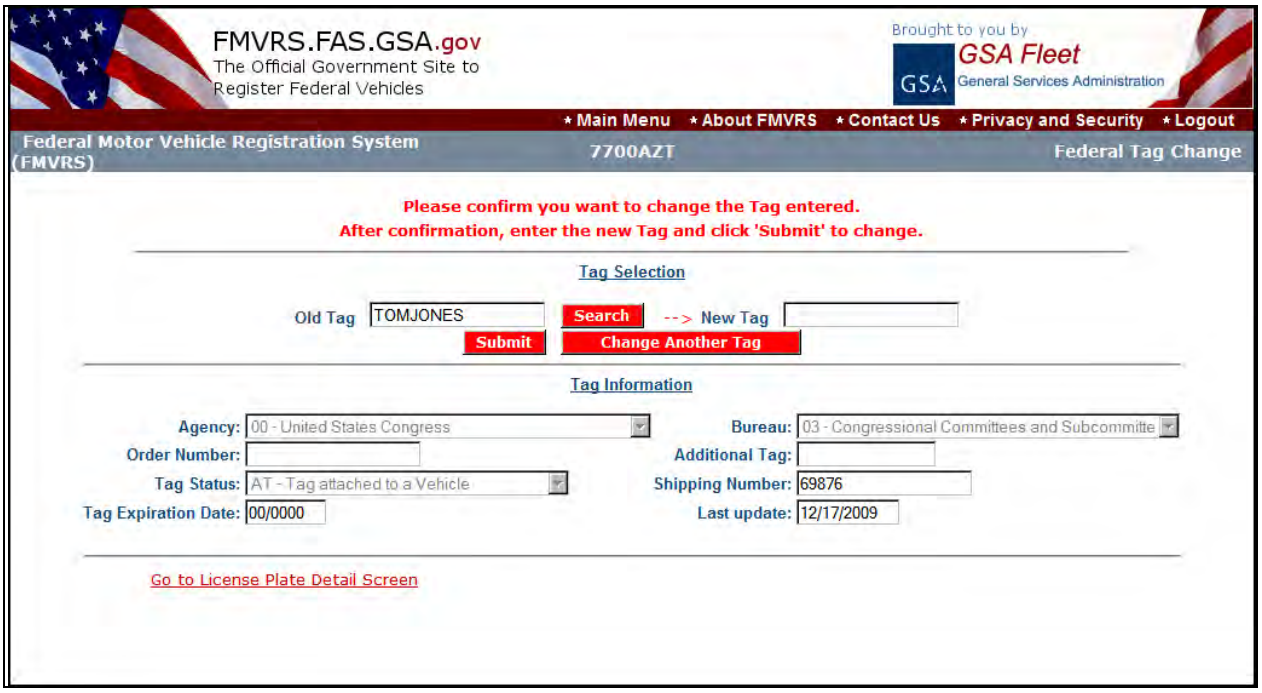
7700AZT
Federal Tag Change
A Tag should only be changed because of inaccurate Tag information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering.
Once an inaccurate Tag is changed, it will no longer be usable in the FMVRS.
Enter Tag to be changed and click 'Search'.
Tag Selection
Old Tag
Search
Agency
Bureau
Status
Expiration date
Select

Figure 40. Federal Tag Change—Search

2. Enter the Tag Number of the tag to be changed in the **Old Tag** field, and click the **Search** button.

   The Tag Record will be displayed, as shown in Figure 41.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Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Federal Tag Change
Please confirm you want to change the Tag entered.
After confirmation, enter the new Tag and click 'Submit' to change.
Tag Selection
Old Tag TOMJONES
Search
--> New Tag
Submit
Change Another Tag
Tag Information
Agency: 00 - United States Congress
Bureau: 03 - Congressional Committees and Subcommitte
Order Number:
Additional Tag:
Tag Status: AT - Tag attached to a Vehicle
Shipping Number: 69876
Tag Expiration Date: 00/0000
Last update: 12/17/2009
Go to License Plate Detail Screen

Figure 41. Federal Tag Change

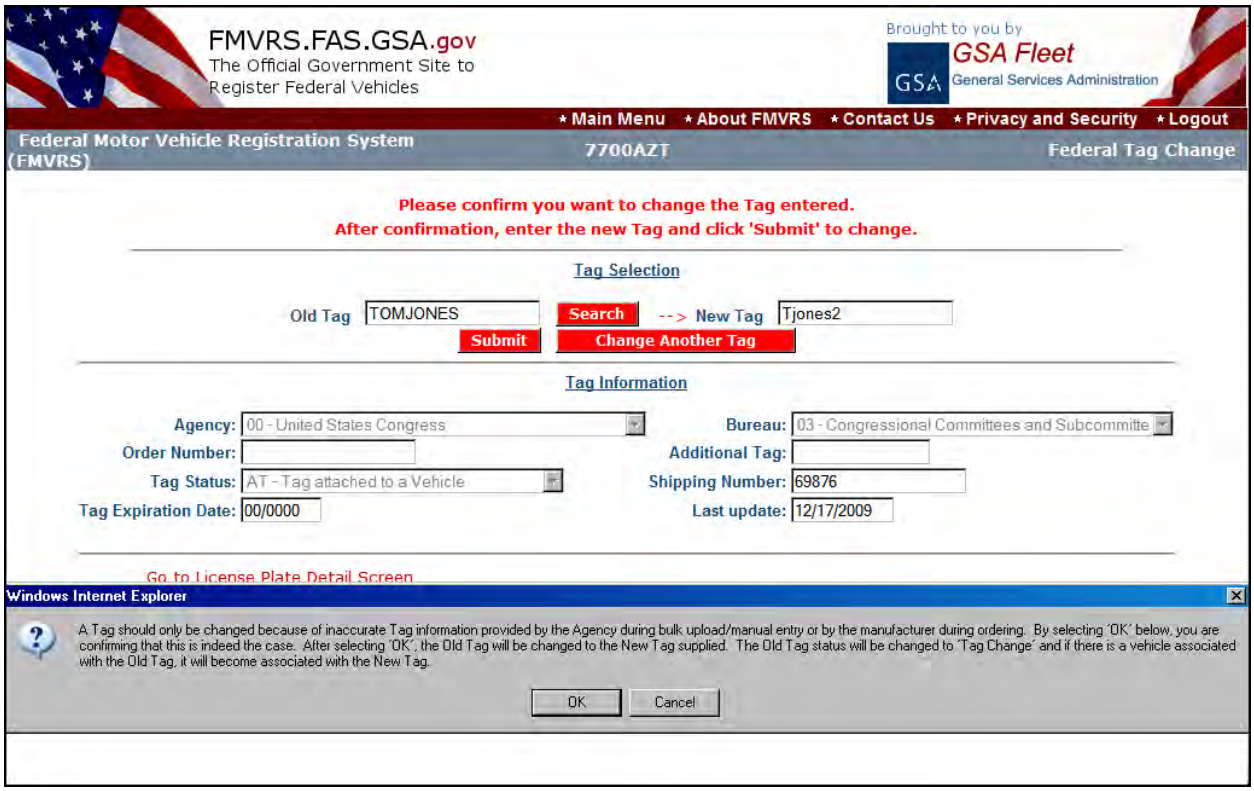
The Go to License Plate Detail Screen link at the bottom of the page will take you to the License Plate Detail screen and populate it with the Old Tag information.

3. Enter the **New Tag** number and click the **Submit** button.

   Unless the New Tag already exists, a pop-up message, shown in Figure 42, will be displayed that will describe the conditions under which a Tag can be changed and will ask you to confirm your decision.

   If the New Tag already exists, the following error message will be displayed: **The New Tag already exists in FMVRS**.

   If the Old Tag is in ‗TC' status an error message will be displayed informing you that the Old Tag is in Tag Change status and can no longer be used in FMVRS.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Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Federal Tag Change
Please confirm you want to change the Tag entered.
After confirmation, enter the new Tag and click 'Submit' to change.
Tag Selection
Old Tag TOMJONES
Search
--> New Tag Tjones2
Submit
Change Another Tag
Tag Information
Agency: 00 - United States Congress
Bureau: 03 - Congressional Committees and Subcommitte
Order Number:
Additional Tag:
Tag Status: AT - Tag attached to a Vehicle
Shipping Number: 69876
Tag Expiration Date: 00/0000
Last update: 12/17/2009
Go to License Plate Detail Screen
Windows Internet Explorer
A Tag should only be changed because of inaccurate Tag information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering. By selecting 'OK' below, you are confirming that this is indeed the case. After selecting 'OK', the Old Tag will be changed to the New Tag supplied. The Old Tag status will be changed to 'Tag Change' and if there is a vehicle associated with the Old Tag, it will become associated with the New Tag.
OK
Cancel

Figure 42. Federal Tag Change – Confirmation

4. Click **OK** to proceed.

   After validation, the status of the old tag will be changed to **'TC'** and the New Tag will be created with the Old Tag information. If the Old Tag was attached to a VIN, the New Tag will be attached to the VIN and the Vehicle Record will be updated to reflect the New Tag.

6.4 Assign License Plate to VIN

Assign License Plate to VIN allows a user to associate a License Plate with a VIN.

In order to associate a License Plate with a VIN, the following conditions must be met:

- The Tag and VIN must belong to the same Agency.
- The tag must be in one of the following statuses:
  - SH – Shipped
  - RC – Received
- The VIN must not have a tag attached and must be in a status of ‗AC', or one of the following ROADS-submitted statuses:
  - AN – Available Now
  - CC – Shipped
  - IN – In Process
  - SP – Scheduled for Production

To assign a Tag number to a VIN:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Assign License Plate to VIN link in the **License Plates Menu** module.
   The **Assign License Plates to VIN** screen, shown in Figure 43, will be displayed.

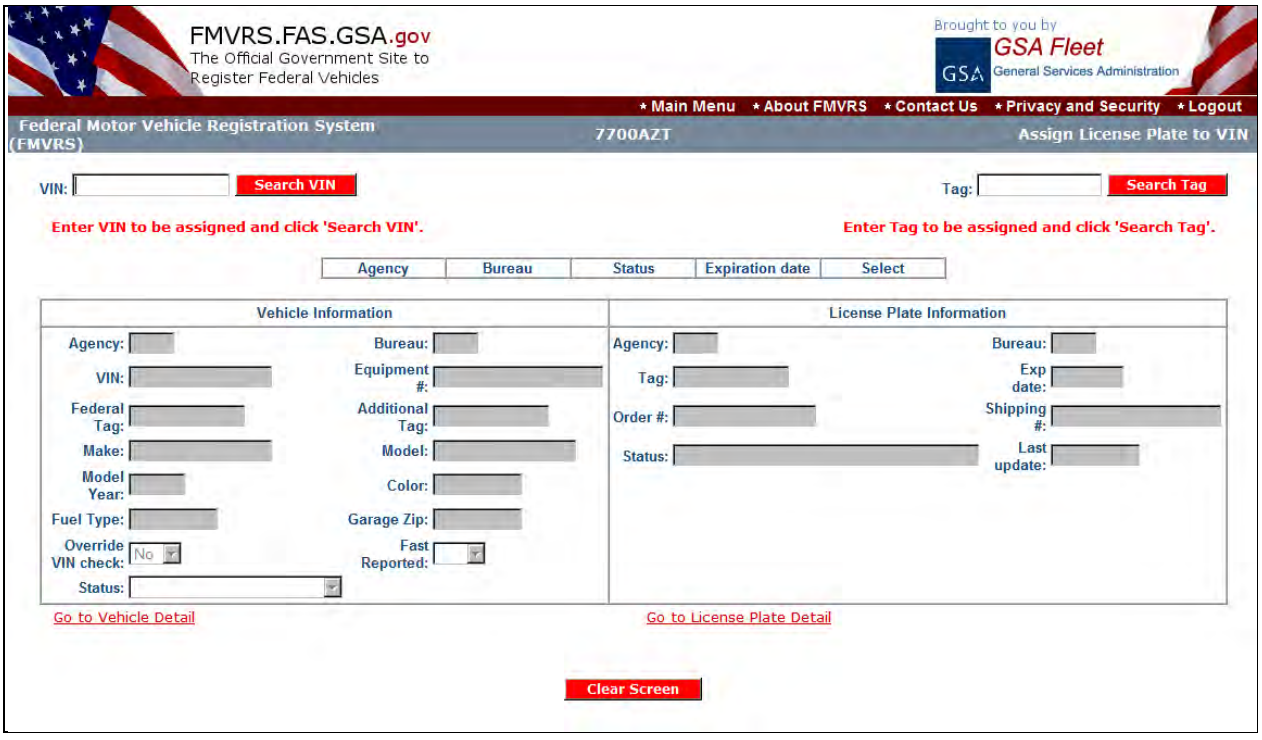


Figure 43. Assign License Plate to VIN—Search

2. Enter a VIN in the **VIN** field and click the **Search VIN** button. (The VIN must be in ‗Active' (AC) status and not have a Tag attached.)

The **Vehicle Information** fields will be populated with the vehicle information.

3. To reinitialize the data fields and remove all of the entries, click the **Clear Screen** button.
4. If you need to update vehicle information for the VIN, click the Go to Vehicle Detail link. The **Vehicle Detail** screen, shown in Figure 45, will display your vehicle information. (Click the Go to Assign License Plate to VIN link to return to the Assign License Plates to VIN screen.
5. Enter a Tag number in the **Tag** field and click the **Search Tag** button. (The tag must have a status of **'RC'** (Received) or **'SH'** (Shipped), and it must belong to the same agency as the VIN.)
6. If the Tag and VIN pass validation, a list of possible matches for the Tag Number will be displayed in the table above the vehicle and tag information fields, shown in Figure 44.
7. In the **Select** column, click the radio button that matches your tag information. (There may be more than one tag listed if a tag exists with multiple expiration dates.)

   The **License Plate Information** fields will be populated with the tag information and the **Assign VIN and Tag** button will be displayed, as shown in Figure 44.

   To clear you entries and start over, click the **Clear Screen** button.
8. If you need to update information for your tag, click the Go to License Plate Detail link. The **License Plate Detail** screen, shown in Figure 46, will display your tag information. (Click the Go to Assign License Plate to VIN link to return to the Assign License Plates to VIN screen.

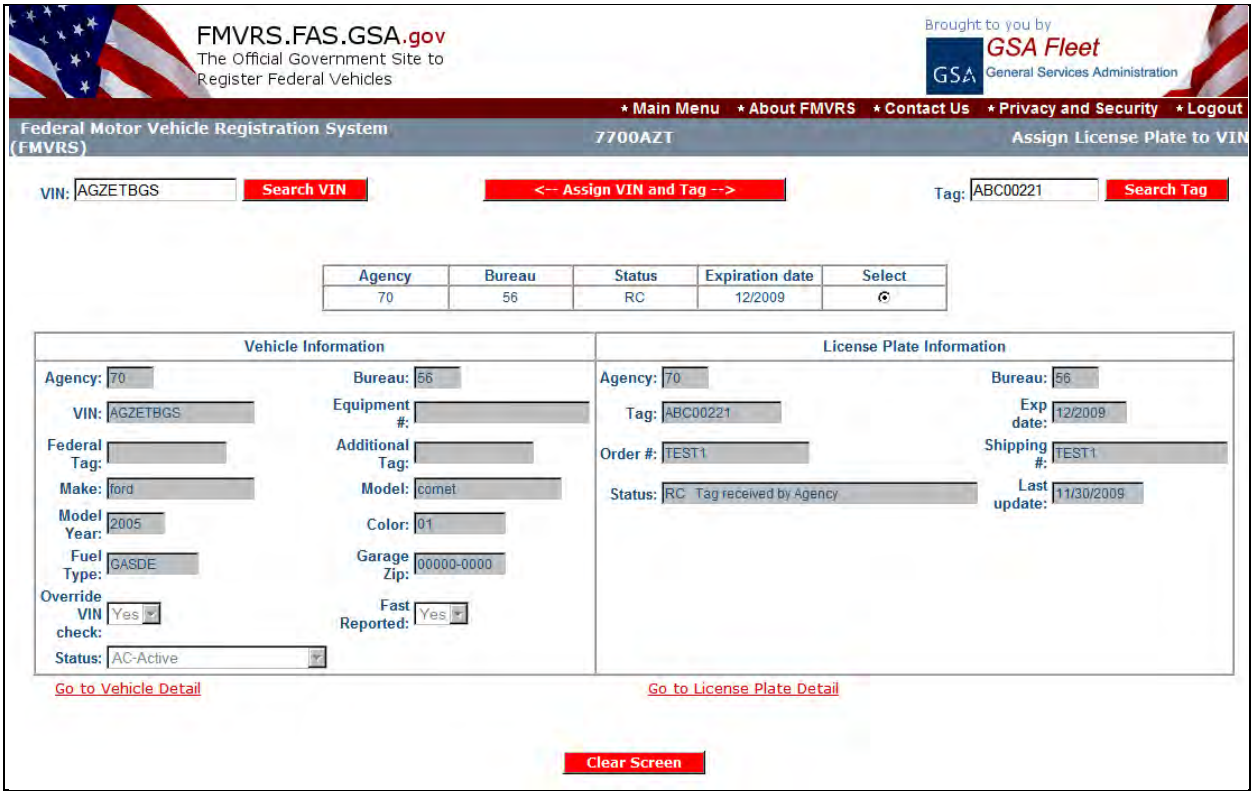


Figure 44. Assign License Plate to VIN

Sensitive But Unclassified

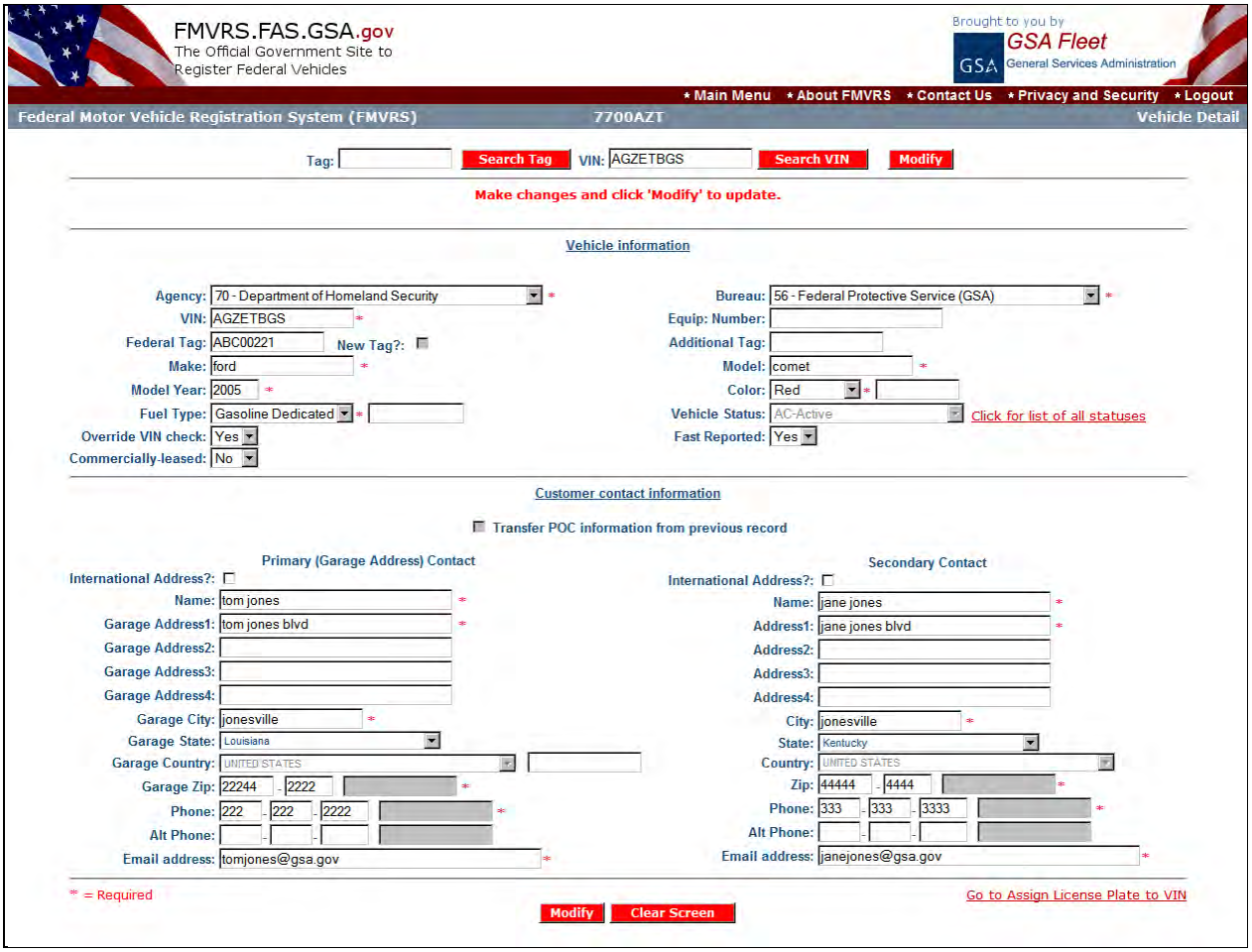


Figure 45. Vehicle Detail

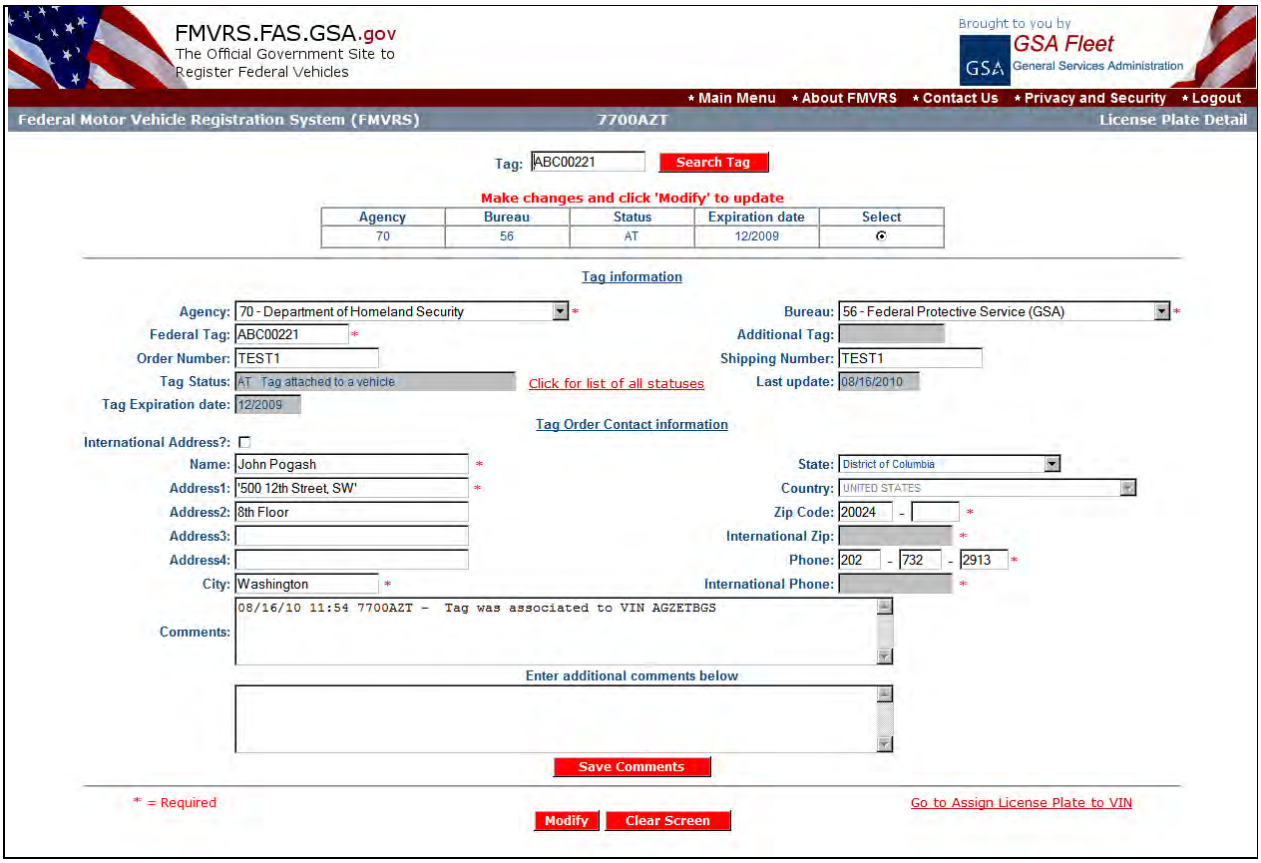


Figure 46. License Plate Detail

9. To assign the license plate to the VIN, click the **Assign VIN and Tag** button.
   The Tag will be assigned to the VIN.
   The message **Tag Assigned to VIN** will be displayed, as shown in Figure 47.
   The status of the Tag will be changed to **'AT'**.
   If the vehicle was in one of the ROADS-submitted statuses, the status will be changed to **'AC'**—Active.

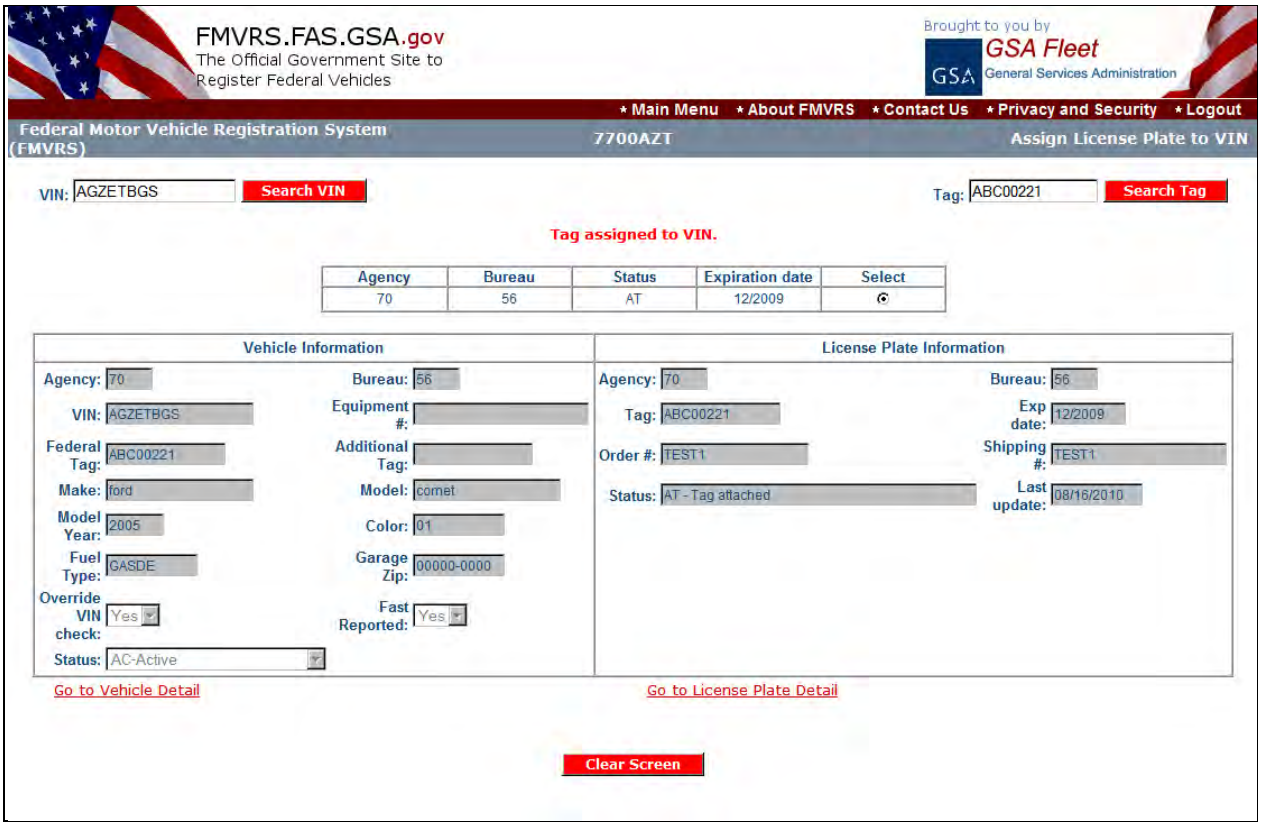


Figure 47. License Plate Assigned to VIN

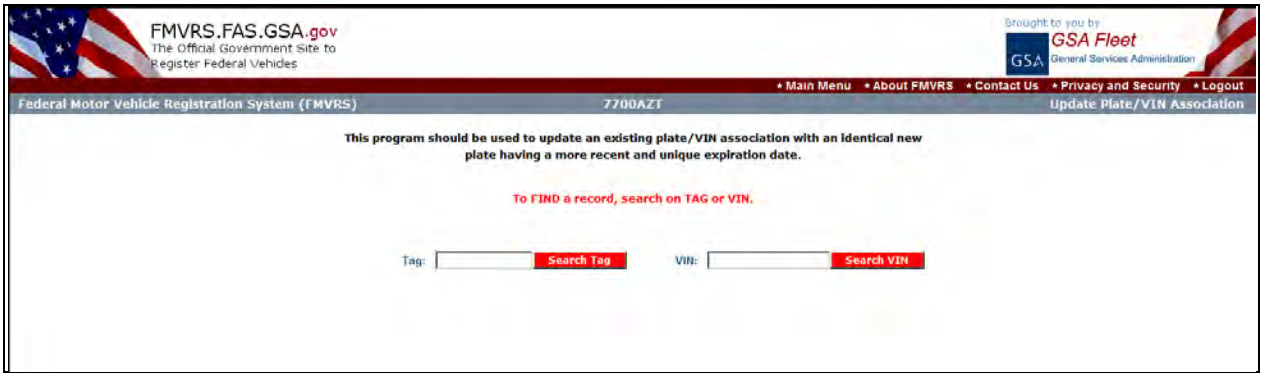
6.5 Update Plate/VIN Association

Update Plate/VIN Association allows an existing association between a license plate and a VIN to be updated to reflect a more recent—though identical—plate with a new expiration date.

To Update a Plate/VIN association:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Update Plate/VIN Association link in the **License Plates Menu** module.

   The **Update Plate/VIN Association** screen, shown in Figure 48, will be displayed.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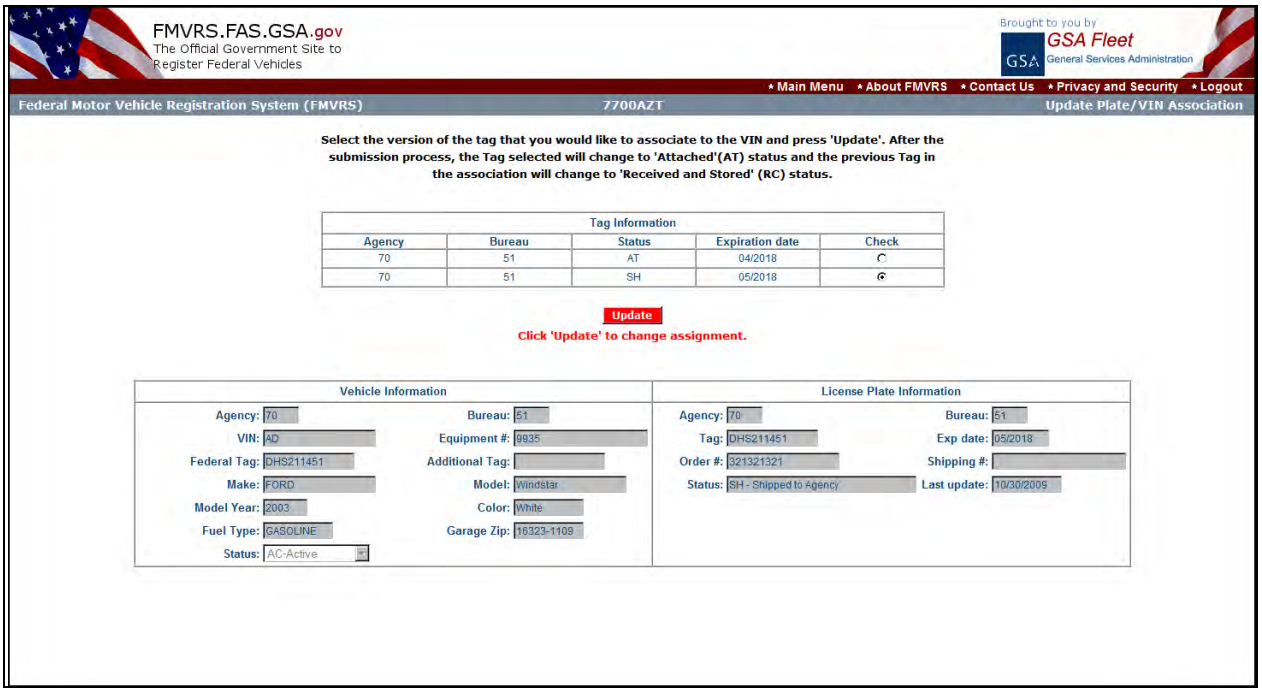
7700AZT
Update Plate/VIN Association
This program should be used to update an existing plate/VIN association with an identical new plate having a more recent and unique expiration date.
To FIND a record, search on TAG or VIN.
Tag:
Search Tag
VIN:
Search VIN

Figure 48. Update Plate/VIN Association

2. Enter the Tag Number or VIN of the Tag/VIN to be updated, and then click the **Search Tag** or **Search VIN** button.

   The **Vehicle Information** fields will be populated with record data from the associated vehicle, as shown in Figure 49.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7700AZT
Update Plate/VIN Association
Select the version of the tag that you would like to associate to the VIN and press 'Update'. After the submission process, the Tag selected will change to 'Attached'(AT) status and the previous Tag in the association will change to 'Received and Stored' (RC) status.
Tag Information
Agency Bureau Status Expiration date Check
70 51 AT 04/2018
70 51 SH 05/2018
Update
Click 'Update' to change assignment.
Vehicle Information
Agency: 70
Bureau: 51
VIN: AD
Equipment #: 9935
Federal Tag: DHS211451
Additional Tag:
Make: FORD
Model: Windstar
Model Year: 2003
Color: White
Fuel Type: GASOLINE
Garage Zip: 16323-1109
Status: AC-Active
License Plate Information
Agency: 70
Bureau: 51
Tag: DHS211451
Exp date: 05/2018
Order #: 321321321
Shipping #:
Status: SH - Shipped to Agency
Last update: 10/30/2009

Figure 49. Update Plate/VIN Association—data

3. Select the version of the tag that you want to associate with the VIN by clicking the appropriate radio button in the **‗Check'** column of the **‗Tag Information'** table.

   The **License Plate Information** fields will be updated with the new tag data, as shown in Figure 49.

4. Click the **Update** button.

   A message will be displayed ‗Tag assignment is updated'.

   The status of the tags will be changed to reflect the updated status—the tag that was previously associated with the VIN will be placed in **PD** status.

6.6 Disassociate License Plate from VIN

Disassociate License Plate from VIN allows a tag to be removed from association with a VIN to which it is currently attached.

To disassociate a License Plate and VIN:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the Disassociate License Plate from VIN link in the **License Plates Menu** module.

   The **Disassociate License Plate from VIN** screen, shown in Figure 50, will be displayed.

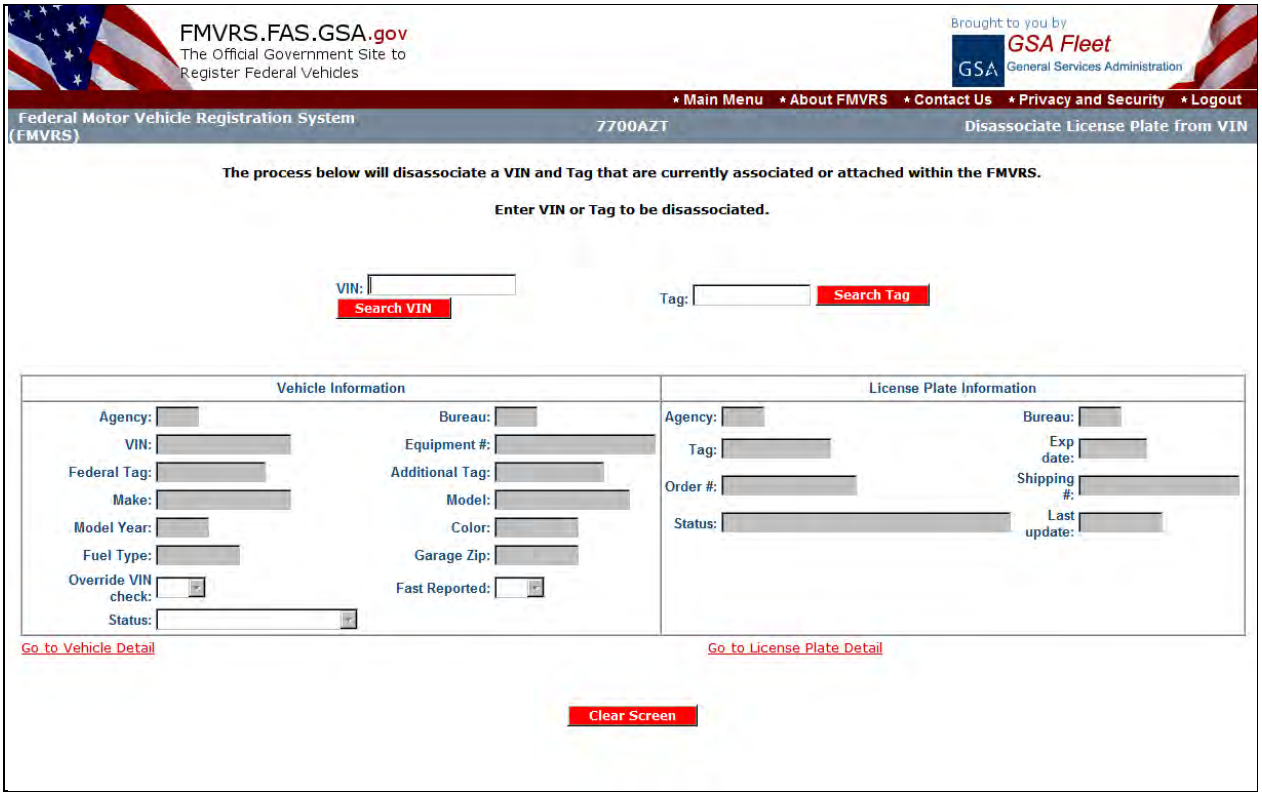


Figure 50. Disassociate License Plate from VIN

2. Enter the **VIN** or **Tag** number and click the **Search VIN** or **Search Tag** button.

   The Vehicle and License Plate data will be populated under **Vehicle Information** and **License Plate Information**, as shown in Figure 51, and the **Disassociate** button will be displayed.

   To reinitialize the data fields and remove all of the entries, click the **Clear Screen** button.

   To clear the fields on the screen and start over, click the **Clear Screen** button.

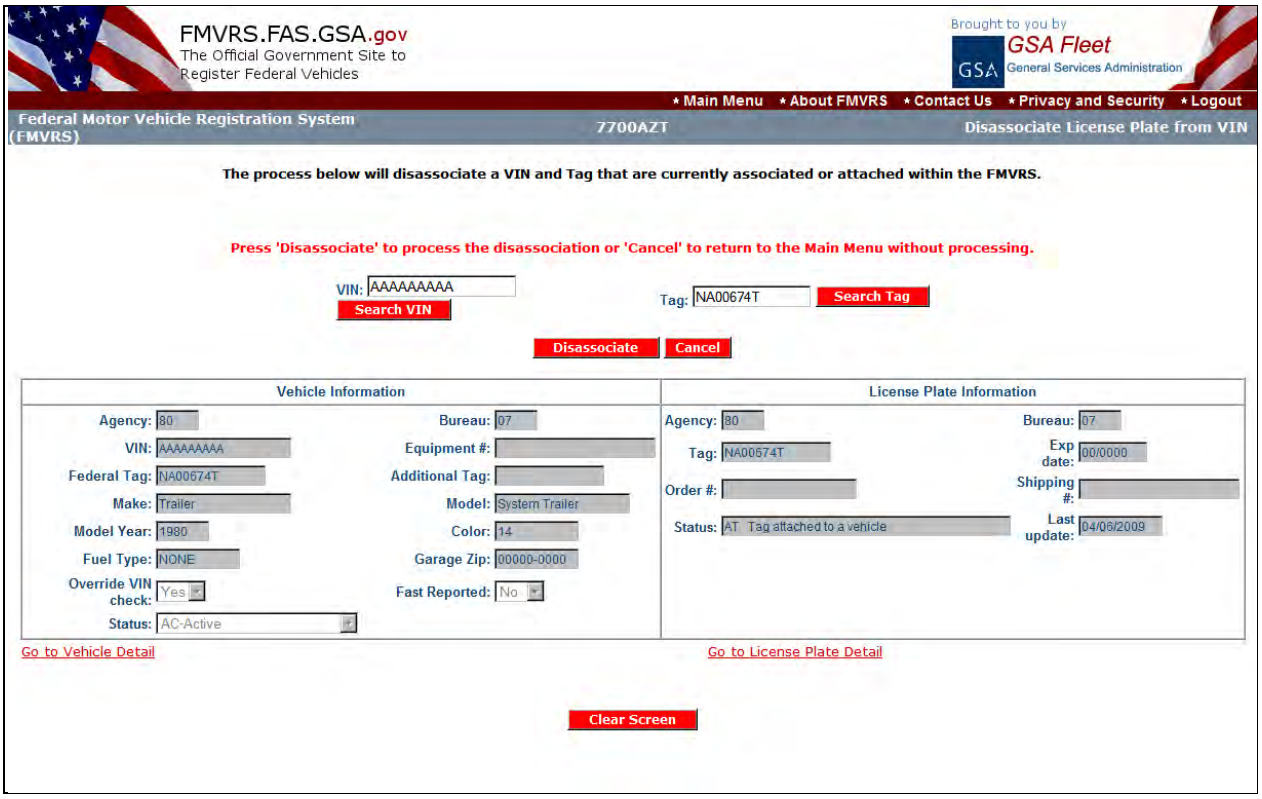
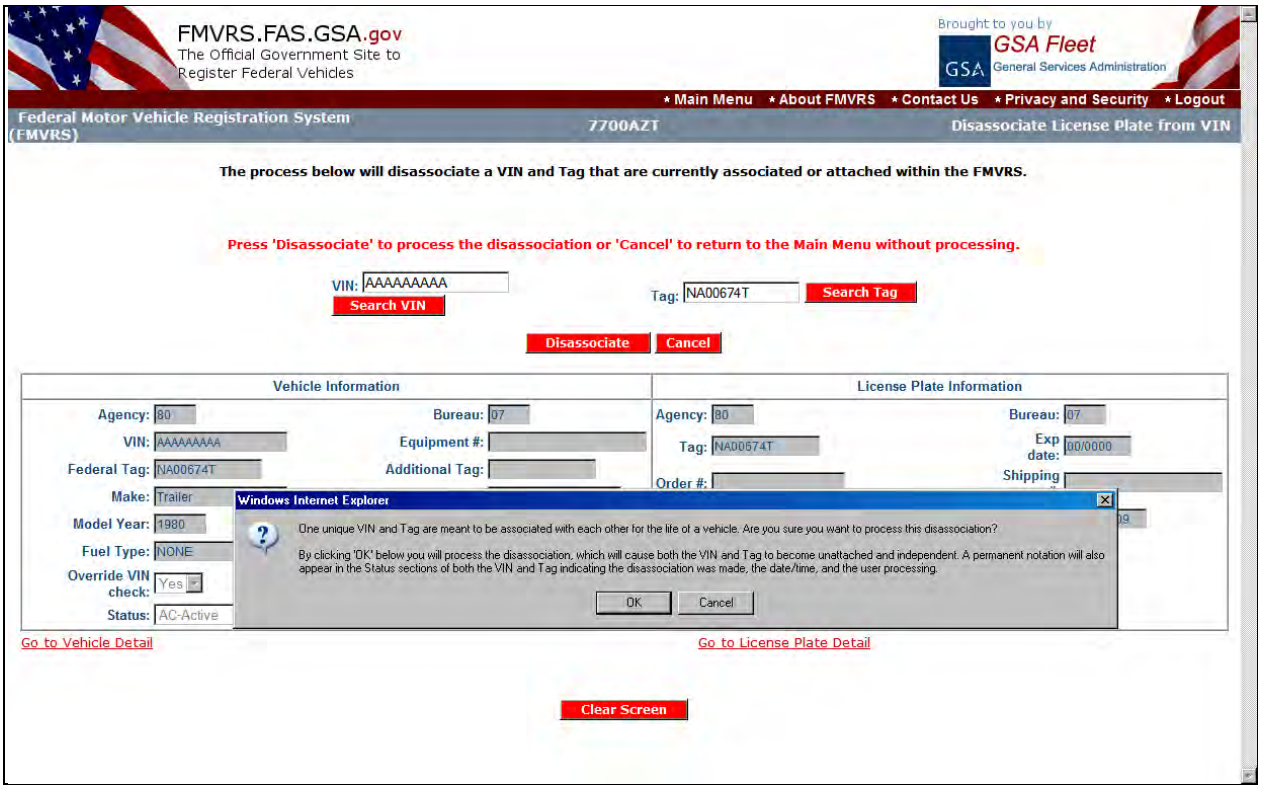


Figure 51. Disassociate License Plate from VIN—with data

3. Click the **Disassociate** button.

   A pop-up will display a message, shown in Figure 52, warning the user that continuing the process will cause the VIN and Tag to become unattached.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GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
7700AZT
Disassociate License Plate from VIN
The process below will disassociate a VIN and Tag that are currently associated or attached within the FMVRS.
Press 'Disassociate' to process the disassociation or 'Cancel' to return to the Main Menu without processing.
VIN: AAAAAAAAA
Search VIN
Tag: NA00674T
Search Tag
Disassociate
Cancel
Vehicle Information
Agency: 80
Bureau: 07
VIN: AAAAAAAAA
Equipment #:
Federal Tag: NA00674T
Additional Tag:
Make: Trailer
Model Year: 1980
Fuel Type: NONE
Override VIN check: Yes
Status: AC-Active
License Plate Information
Agency: 80
Bureau: 07
Tag: NA00674T
Exp date: 00/0000
Order #:
Shipping
Windows Internet Explorer
One unique VIN and Tag are meant to be associated with each other for the life of a vehicle. Are you sure you want to process this disassociation?
By clicking 'OK' below you will process the disassociation, which will cause both the VIN and Tag to become unattached and independent. A permanent notation will also appear in the Status sections of both the VIN and Tag indicating the disassociation was made, the date/time, and the user processing.
OK
Cancel
Go to Vehicle Detail
Go to License Plate Detail
Clear Screen

Figure 52. Disassociate License Plate from VIN—warning message

4. Click **OK** to proceed.

   The Tag and VIN will be disassociated and the following message will be displayed on the screen, as shown in Figure 53: **Tag disassociated from VIN**.

   The **Status** of the tag will be changed to **'RC'** (Received) and can be reattached to another VIN.

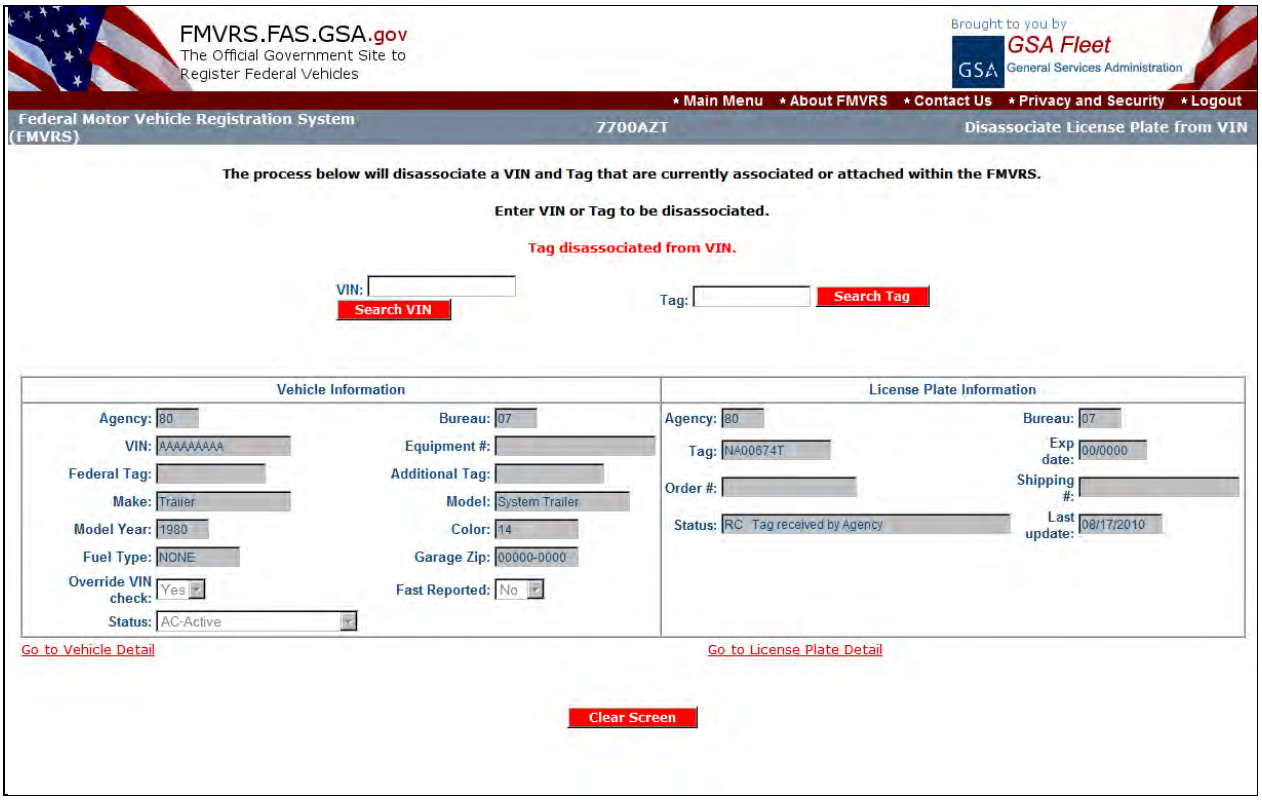


Figure 53. Tag Disassociated from VIN

6.7 License Plate Status Update

License Plate Status Update allows you to update the status of a Tag assigned to your agency/bureau.

To update the status of a Tag:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: Logging in, and then click the License Plate Status Update link in the **License Plates Menu** module.

   The **License Plate Status Update** screen, shown in Figure 54, will be displayed.

Figure 54. License Plate Status Update

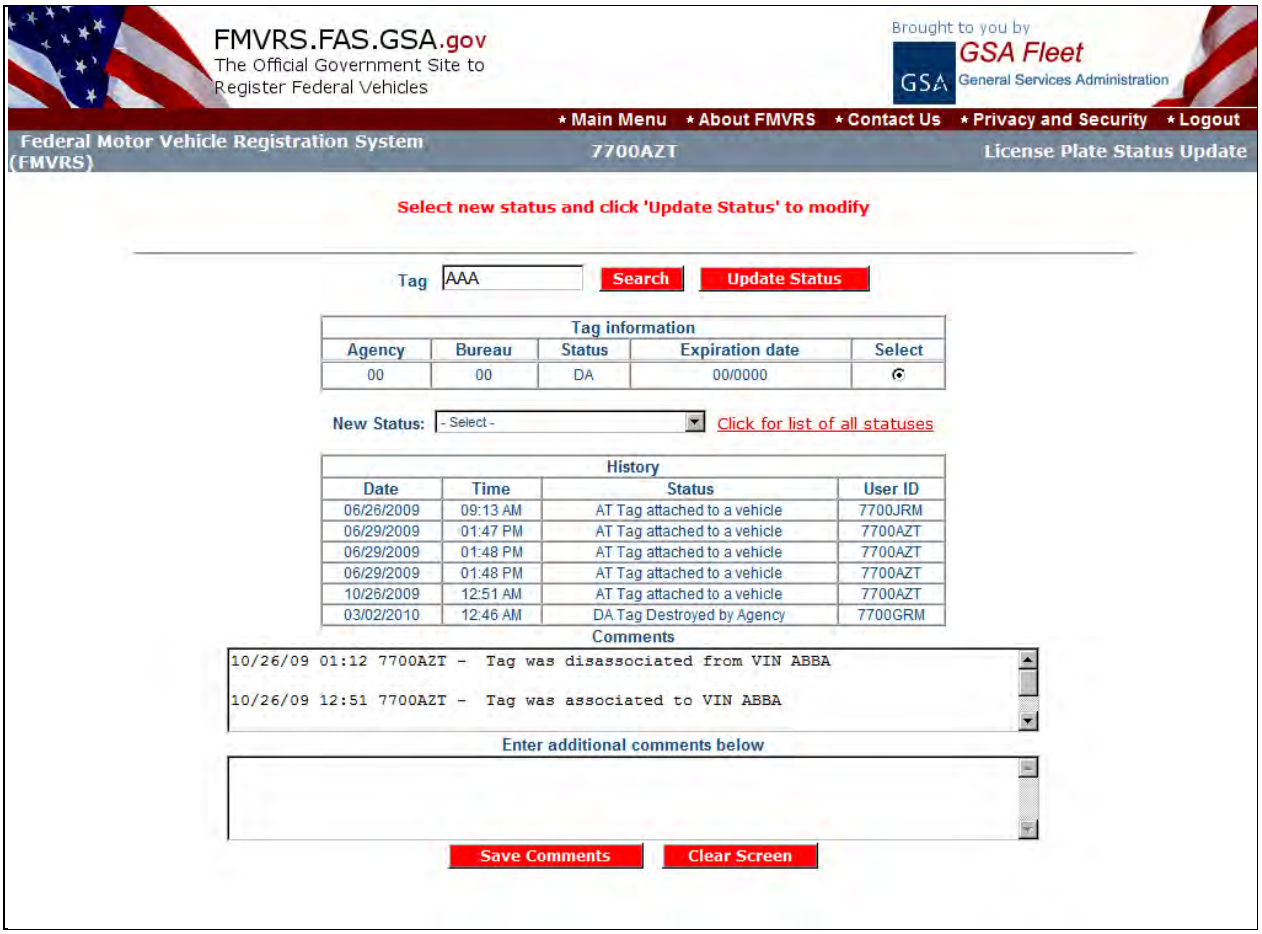
2. Enter a Tag number in the **Tag** field, and click the **Search** button. (If multiple tags exist with unique expiration dates, select the appropriate tag by clicking the appropriate radio button in the **Select** column of the **Tag Information** table.)

   The **Tag record** will be displayed, as shown in Figure 55.

   To reinitialize the data fields and remove all of the entries, click the **Clear Screen** button.

3. Select a status from the **New Status** drop-down and click the **Update Status** button. (To view a list of tag status codes and descriptions, click the Click for List of all Statuses link. The Vehicle / Tag Statuses screen is shown in Figure 56.)

   The new status will be displayed in the History table.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Federal Motor Vehicle Registration System (FMVRS)
7700AZT
License Plate Status Update
Select new status and click 'Update Status' to modify
Tag AAA
Search
Update Status
Tag information
Agency Bureau Status Expiration date Select
00 00 DA 00/0000
New Status: - Select -
Click for list of all statuses
History
Date Time Status User ID
06/26/2009 09:13 AM AT Tag attached to a vehicle 7700JRM
06/29/2009 01:47 PM AT Tag attached to a vehicle 7700AZT
06/29/2009 01:48 PM AT Tag attached to a vehicle 7700AZT
06/29/2009 01:48 PM AT Tag attached to a vehicle 7700AZT
10/26/2009 12:51 AM AT Tag attached to a vehicle 7700AZT
03/02/2010 12:46 AM DA Tag Destroyed by Agency 7700GRM
Comments
10/26/09 01:12 7700AZT - Tag was disassociated from VIN ABBA
10/26/09 12:51 7700AZT - Tag was associated to VIN ABBA
Enter additional comments below
Save Comments
Clear Screen

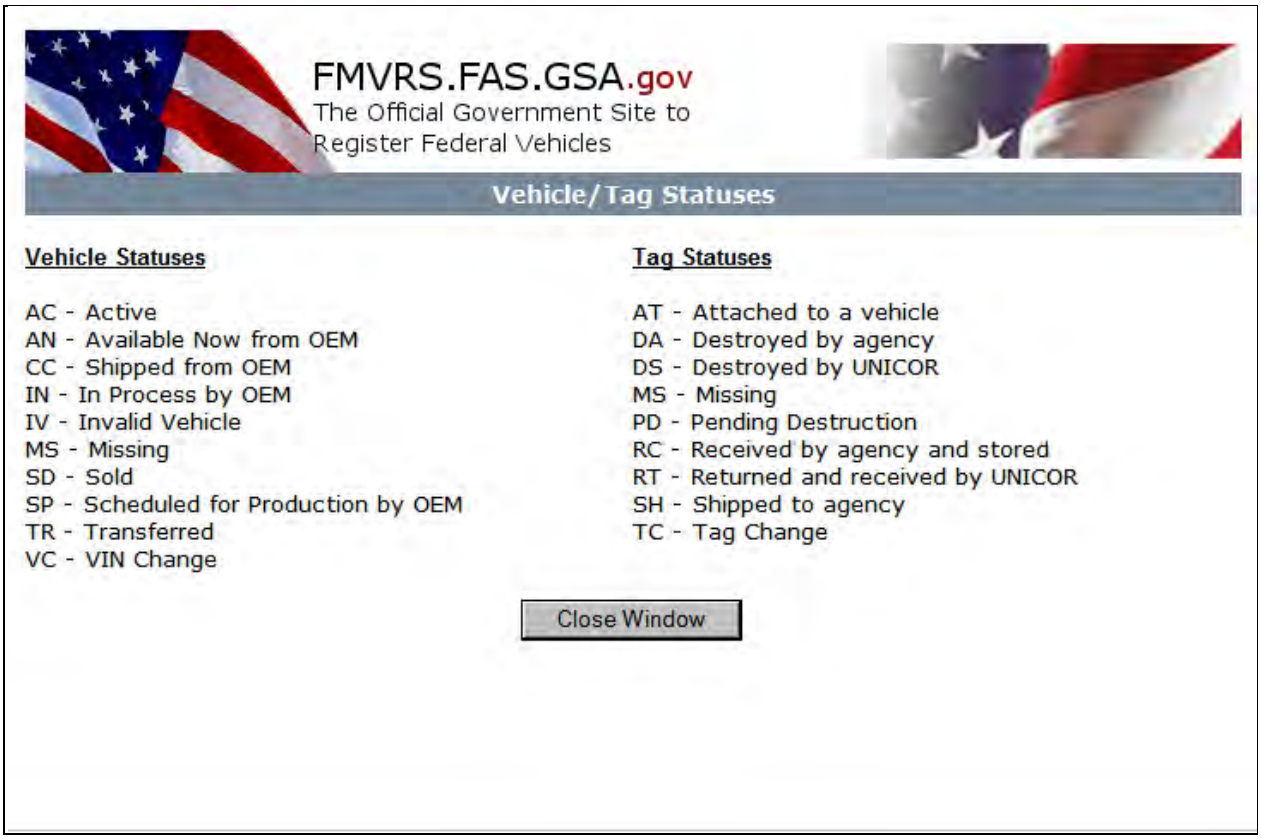
Figure 55. License Plate Status Update—with data

4. Type any comments in the **additional comments** text box at the bottom of the page, and click the **Save Comments** button.

   Your comments will be saved and displayed in the **Comments** text box along with a time stamp and the User ID of the user making the change.

5. Click the **Update Status** button.

   The Tag status will be updated.


FMVRS.FAS.GSA.gov
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Vehicle/Tag Statuses
Vehicle Statuses
AC - Active
AN - Available Now from OEM
CC - Shipped from OEM
IN - In Process by OEM
IV - Invalid Vehicle
MS - Missing
SD - Sold
SP - Scheduled for Production by OEM
TR - Transferred
VC - VIN Change
Tag Statuses
AT - Attached to a vehicle
DA - Destroyed by agency
DS - Destroyed by UNICOR
MS - Missing
PD - Pending Destruction
RC - Received by agency and stored
RT - Returned and received by UNICOR
SH - Shipped to agency
TC - Tag Change
Close Window

Figure 56. Vehicle / Tag Statuses

6.8 UNICOR Order Maintenance

The **UNICOR Order Maintenance** module allows users to view a list of tag orders and update the status of an order.

To view/ update an order:

1. Access the **FMVRS Main Menu**, as described in Section 2.2: **Logging in**, and then click the UNICOR Order Maintenance link in the **License Plates Menu** module.

   The **UNICOR Order Maintenance** screen, shown in Figure 57, will be displayed.

   Note: An order may contain one or many tags. All of the tags that are uploaded in a single file with the same order number will be represented by a single record on the **Order Maintenance** screen. If a second file is uploaded with the same order number, a separate record will be displayed with the same order number.

   For any given tag record:

   - The **Tag Start** field displays the first tag number in the range of tags for that order.
   - The **Tag End** field displays the last tag number in the range of tags for that order.
   - The **Tag Qty** field indicates the total number of tags associated with that specific order number.
   - The **Status** field indicates the status of all of the tags associated with that specific order number.

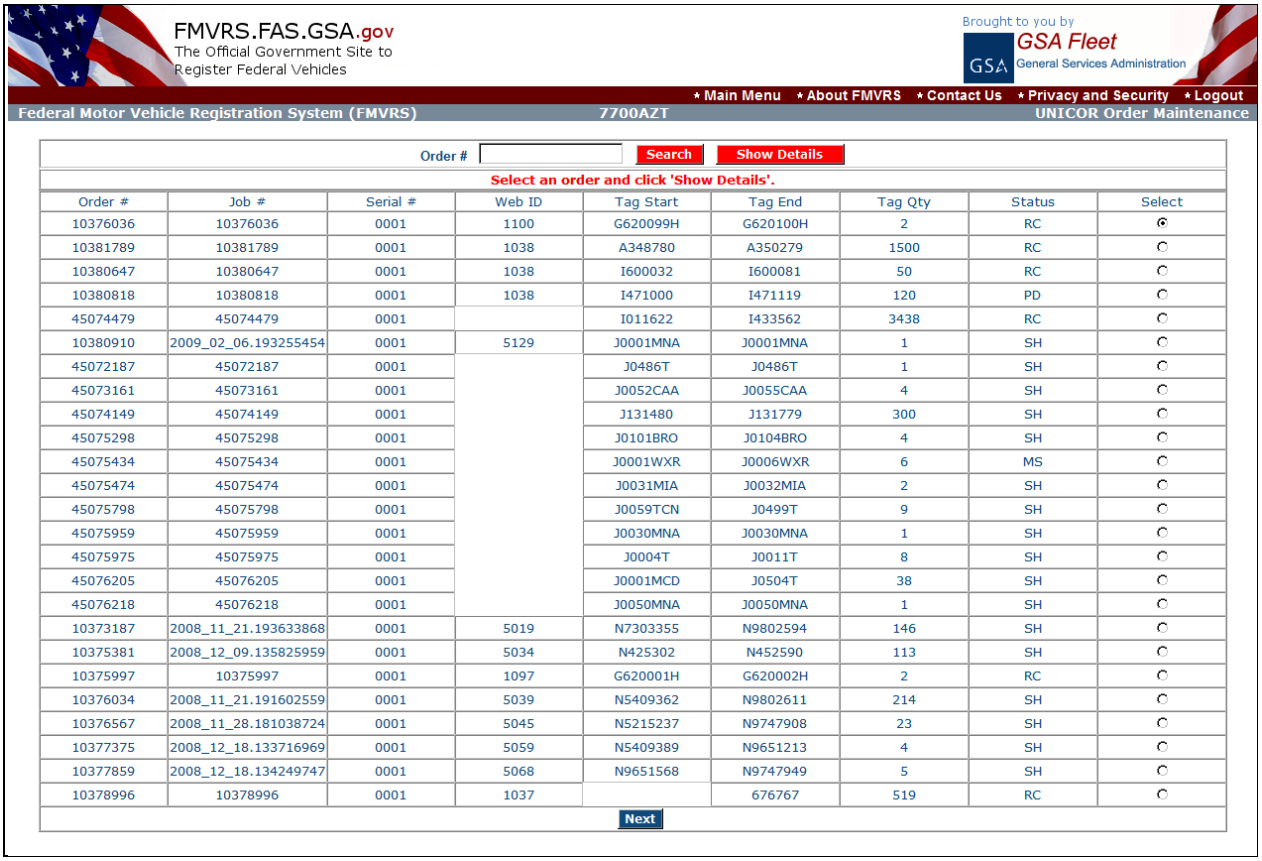


Figure 57. UNICOR Order Maintenance

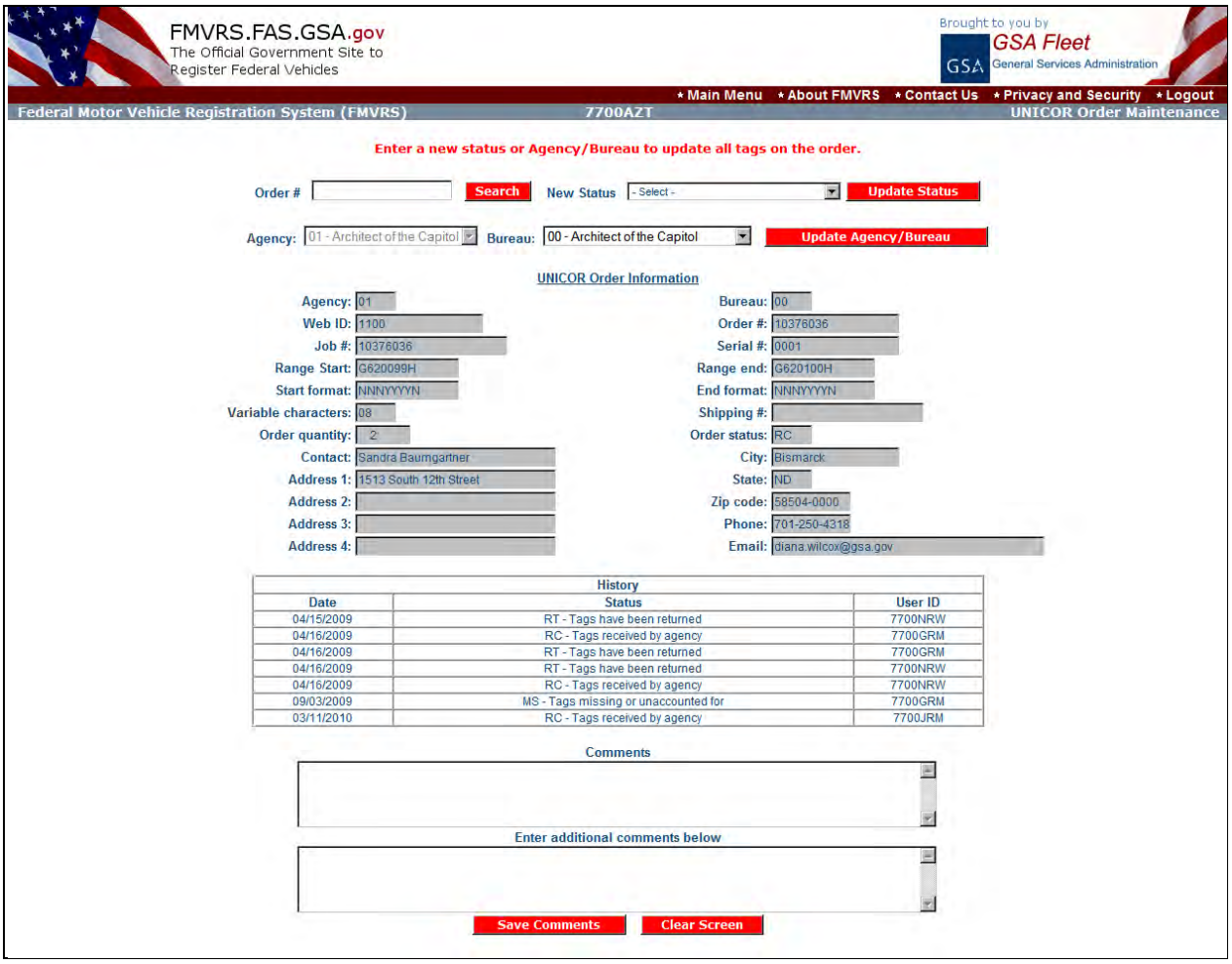
2. Select an order as follows:

   i. First select the desired record either by clicking the radio button in the **Select** column for the desired record; or by entering an order number in the **Order #** field, clicking the **Search** button to display the records with that order number, and then clicking the radio button in the **Select** column for the desired record.

   ii. Once the desired record is selected, click the **Show Details** button.

   The **Order Maintenance—Details** screen, shown in Figure 58, will display details for the specified record.

   To reinitialize all of the fields and clear your screen, click the **Clear Screen** button.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Federal Motor Vehicle Registration System (FMVRS)
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UNICOR Order Maintenance
Enter a new status or Agency/Bureau to update all tags on the order.
Order #
Search
New Status
- Select -
Update Status
Agency: 01 - Architect of the Capitol
Bureau: 00 - Architect of the Capitol
Update Agency/Bureau
UNICOR Order Information
Agency: 01
Bureau: 00
Web ID: 1100
Order #: 10376036
Job #: 10376036
Serial #: 0001
Range Start: G620099H
Range end: G620100H
Start format: NNNYYYYN
End format: NNNYYYYN
Variable characters: 08
Shipping #:
Order quantity: 2
Order status: RC
Contact: Sandra Baumgartner
City: Bismarck
Address 1: 1513 South 12th Street
State: ND
Address 2:
Zip code: 58504-0000
Address 3:
Phone: 701-250-4318
Address 4:
Email: diana.wilcox@gsa.gov
History
Date | Status | User ID
04/15/2009 | RT - Tags have been returned | 7700NRW
04/16/2009 | RC - Tags received by agency | 7700GRM
04/16/2009 | RT - Tags have been returned | 7700GRM
04/16/2009 | RT - Tags have been returned | 7700NRW
04/16/2009 | RC - Tags received by agency | 7700NRW
09/03/2009 | MS - Tags missing or unaccounted for | 7700GRM
03/11/2010 | RC - Tags received by agency | 7700JRM
Comments
Enter additional comments below
Save Comments
Clear Screen

Figure 58. UNICOR Order Maintenance Detail

3. To update the status of the order, select a status from the **New Status** drop-down list and click the **Update Status** button.

   The status of the order will be updated. (This will update the status of all of the tags associated with that order. The new status will be displayed in the **History** table.)

4. To update the bureau associated with the order, select a bureau from the **Bureau** drop-down and then click the **Update Agency / Bureau** button. (The agency associated with the order cannot be changed.)

The bureau associated with the order will be updated. (This will update the status of all of the tags associated with that order.)

5. To add any comments for the order, enter your comments in the **Enter Additional Comments** text box and click the **Save Comments** button.

   Your comments will be saved to the **Comments** text box. A date/time stamp and your User ID will be inserted next to your comments.

Appendix A: Acronyms

This Appendix contains a list of acronyms used in this document.

Abbreviation	Definition
ATM	Asset and Transportation Management
FAS	Federal Acquisition Service
FMVRS	Federal Motor Vehicle Registration System
GSA	General Services Administration
MNF	Main Frame
OCIO	Office of the Chief Information Officer
OGP	Office of Government-wide Policy
POC	Point of Contact
ROADS	Requisitions, Ordering and Documentation System
SBU	Sensitive but Unclassified
UM	User Manual
UNICOR	Federal Prison Industries
VIN	Vehicle Identification Number

Appendix B: Agency Upload Supplement

This Appendix contains a copy of the FMVRS Agency Upload Supplement, which was intended to help Federal Government agencies perform bulk uploads of vehicle information to the FMVRS database.

Agency Upload Supplement

For

Federal Motor Vehicle Registration System (FMVRS)

Version 1.0

Fleet and Transportation Management System

Asset Transportation & Management Division

Federal Acquisition Service (FAS)

2008/10/09

Prepared By:

UNISYS

U.S. Federal Government Group
2200 Crystal Drive
Arlington, VA 22202

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Updating Your Account Information **4**
Uploading Your Data **4**

Introduction

Audience

This Agency Upload Supplement is intended for all U.S. Federal government agencies.

Purpose

The purpose of this supplement is to help Federal Government agencies upload vehicle information for existing vehicles to the Federal Motor Vehicle Registration System (FMVRS) database.

Background

In accordance with existing requirements, GSA will begin collecting vehicle information on all vehicles registered to Federal Government agencies. This information, which will include the VIN, Tag number, and Contact information for each vehicle, will be stored in the Federal Motor Vehicle Registration System (FMVRS) database.

FMVRS will start collecting this information on **new** vehicles at their ordering point in the ROADS/ UNICOR systems beginning with the 2009 ordering year. In order to collect information on **outstanding** vehicles in agency fleets, an upload process will be initiated to allow users to perform bulk uploads of vehicle information on existing government vehicles.

This upload process will only be available to users during the initial data collection period. Once FMVRS goes live and the collection of new vehicle information begins, the bulk upload process will be suspended and agencies will be required to add vehicle information to the database online, on an individual basis.

Preparing Your Data

Before your data can be uploaded, your Excel spreadsheet must be prepared.

To prepare your spreadsheet:

1. Open the Microsoft Excel spreadsheet that contains your list of vehicles.
2. Open the *Save As* dialog box (`File>Save As`).
3. Display the *Save as type* drop-down list and select **Text (Tab delimited)**.
4. Click **OK** and **Yes** on the dialog boxes that pop up, and then close Microsoft Excel.

Logging in to FMVRS

Accessing FMVRS

To access the FMVRS Home Page:

1. Open your internet browser and enter the URL for the FMVRS web site: ***fmvrs.fas.gsa.gov***.

   The FMVRS Home page, shown in Figure 59, will be displayed.

FMVRS.FAS.GSA.gov
The Official Government Site to Register Federal Vehicles
Brought to you by
GSA Fleet
General Services Administration
About FMVRS
Contact Us
Privacy and Security
Federal Motor Vehicle Registration System (FMVRS)
Continue
This is a U.S. Federal Government computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
FMVRS.FAS.GSA.gov was developed and is maintained by the Office of Motor Vehicle Management (GSA Fleet) in GSA's Federal Acquisition Service (FAS).
Click here for more information on GSA Fleet
U.S. General Services Administration
1800 F Street NW, Washington, DC 20405
USA.gov
E-GOV

Figure 59. FMVRS Home Page

Logging in

To log in to FMVRS:

1. Access the FMVRS Home Page, shown in Figure 59, and click the **Continue** button in the upper right corner.

   The Login screen, shown in Figure 60, will be displayed.

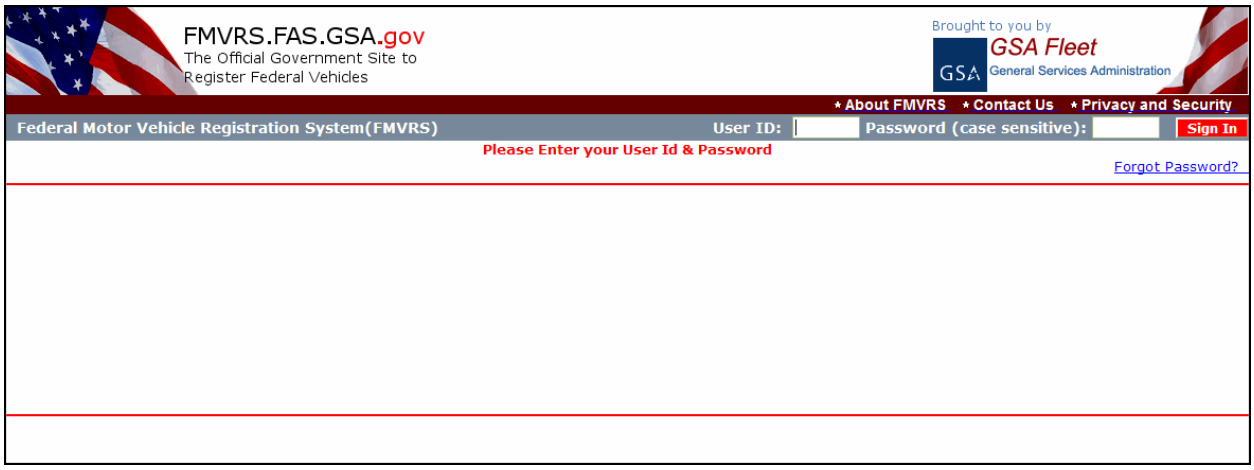


Figure 60. Login

2. Enter the User ID and Password provided by your agency's point of contact, and then click the **Sign in** button.

   Unless you are logging in for the first time: The Main Menu, shown in Figure 62, will be displayed. (If you have already updated your account information, skip the section: *Updating Your Account Information,* and continue with the section: *Uploading your Data*.)

   If you are logging in for the first time: The My Account screen, shown in Figure 61, will be displayed, and you will be prompted to enter your account information and change your password. (If you are logging in for the first time, continue with the next section: *Updating Your Account Information.)*

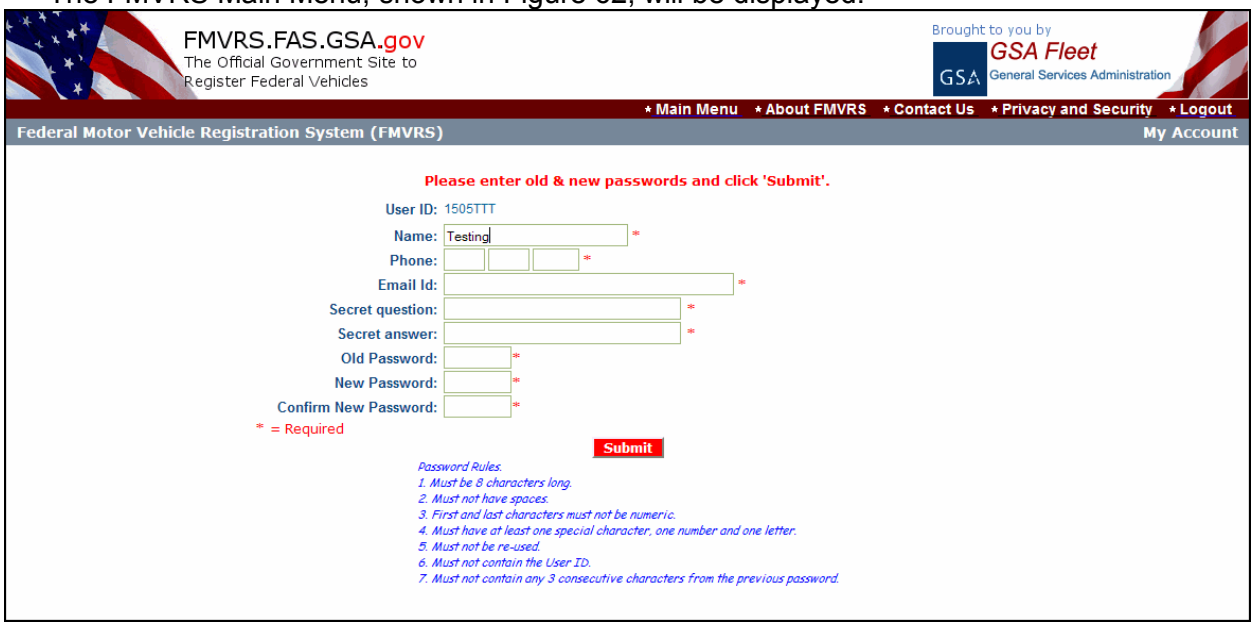
Updating Your Account Information

If you are logging in for the first time, the My Account screen will be displayed when you attempt to log in, and you will be prompted to update your account information and change your password. You can update your account information anytime by clicking the *My Account* link on the Main Menu screen under *Security Menu*.

To update your account information:

1. Access the My Account screen, shown in Figure 61, and enter your personal information. (Entries are required in all fields.)
2. Create a new password, following the Password Rules displayed at the bottom of the screen, and then click the **Submit** button.
3. Once you have successfully submitted your new account information and password, click the **Main Menu** selection on the menu bar at the top of the screen to continue.

   The FMVRS Main Menu, shown in Figure 62, will be displayed.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GSA Fleet
General Services Administration
* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout
Federal Motor Vehicle Registration System (FMVRS)
My Account
Please enter old & new passwords and click 'Submit'.
User ID: 1505TTT
Name: Testing
Phone:
Email Id:
Secret question:
Secret answer:
Old Password:
New Password:
Confirm New Password:
* = Required
Submit
Password Rules.
1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.
7. Must not contain any 3 consecutive characters from the previous password.

Figure 61. My Account

Uploading Your Data

Before you can upload your data, your Excel spreadsheet must be saved as a *Text* type, as previously described.

To upload your data:

1. Access the Main Menu, shown in Figure 62, and click the **Bulk Data Upload** icon in the middle of the screen.

   A dialog box will be displayed.

2. Click **OK** on the dialog box to open the file.

3. Accept any security certificate requests and wait for the FMVRS application to download. If requested, click **Run** to run the application.

   The FMVRS Data Upload screen, shown in Figure 63, will be displayed.

Figure 62. FMVRS Main Menu

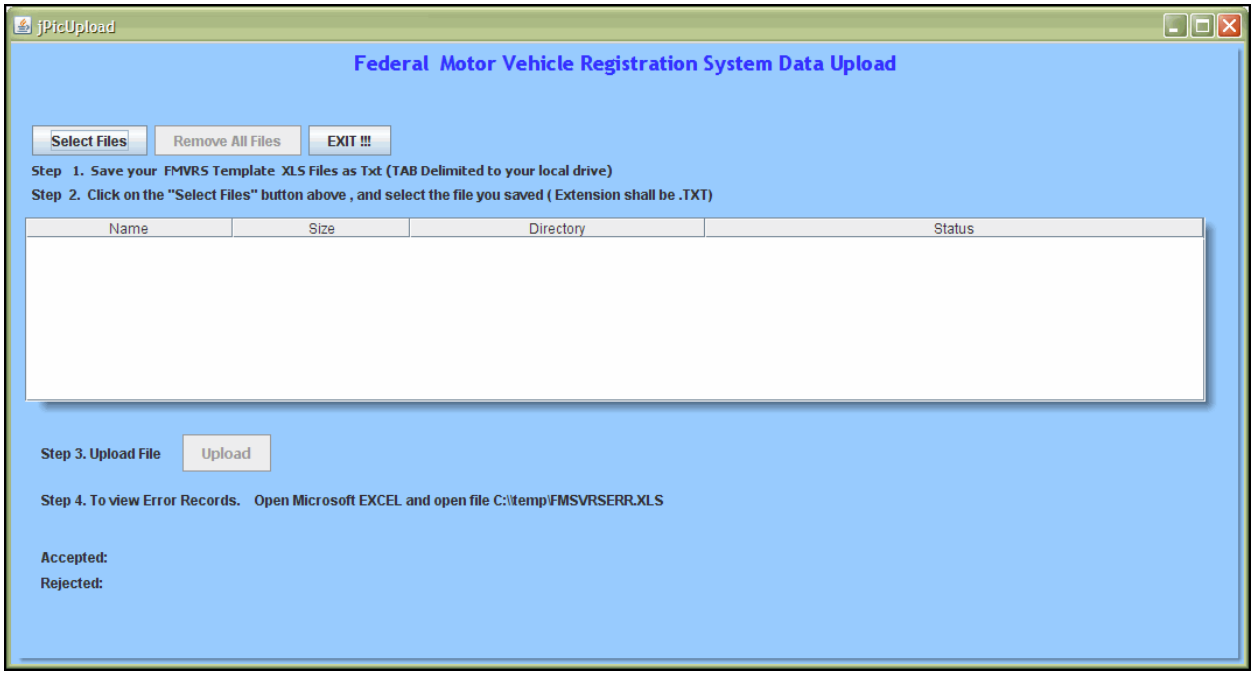
jPicUpload
Federal Motor Vehicle Registration System Data Upload
Select Files
Remove All Files
EXIT !!!
Step 1. Save your FMVRS Template XLS Files as Txt (TAB Delimited to your local drive)
Step 2. Click on the "Select Files" button above , and select the file you saved (Extension shall be .TXT)
Name
Size
Directory
Status
Step 3. Upload File
Upload
Step 4. To view Error Records. Open Microsoft EXCEL and open file C:\temp\FMSVRSERR.XLS
Accepted:
Rejected:

Figure 63. FMVRS Data Upload

4. Click the **Select Files** button.

   A file open dialog box will be displayed.

5. Select the *Text (Tab Delimited)* file that you created, and click **Open**.

6. Click the **Upload** button in Step 3 on the Upload screen to upload your file.

   The record count, which will be displayed in the Status column, will increment as the data is uploaded.

   When the upload is complete, the status of the upload will be displayed in the Status column, and a file containing upload error messages will be created in your temp folder—as indicated in Step 4 on the Data Upload screen.

   The number of files Accepted and Rejected will be indicated on the lower left of the screen.

7. Once the upload is complete, click the **EXIT** button.

8. Log out of FMVRS and close the browser.

9. To review the records that were rejected by the upload process and to see the reject codes go to: `C:\temp\FMSVRSERR.xls`.